

e-BID NOTICE

Bid No. 1351(26)/NIFT/Pur-HO/INDIAsize /FSA/2020

**e-BID DOCUMENT
FOR
THE FIELD SUPPORT AGENCY (FSA)
For INDIAsize**



NATIONAL INSTITUTE OF FASHION TECHNOLOGY

(A statutory body governed by the NIFT Act 2006 and
Set up by the Ministry of Textiles, Govt. of India)

NIFT CAMPUS, NEAR GULMOHAR PARK, HAUZ KHAS,
NEW DELHI – 110016
PHONE: (011)26542071/2176, EMAIL ID- purchase.ho@nift.ac.in
Website: www.nift.ac.in

Notice Inviting E-Tender

Online bids under **Quality Cum Cost Based Selection (QCBS)** system are invited by the NIFT – Head Office, HauzKhas, New Delhi from bonafide, experienced and *reputed Event Management Agency/ Company (Pvt. Ltd. Company/Partnership firm/ LLP/ Proprietorship firms)* for managing the specified activities of the *INDIAsize Project*.

Table – I: NIT & Eligibility Criteria Document Details.

Sl. No.	Description	Details
1.	NIT NO.	Bid No 1351(26)/NIFT/Pur-HO/INDIAsize/FSA/2020 Dated 08.10.2020 (Thursday)
2.	Earnest Money Deposit (EMD)	The bidder shall furnish the EMD/Bid security of Rs. 21 lakhs one of the following ways: - (a) By Demand Draft of any Indian Nationalized/ Scheduled Bank infavour of NIFT, Head Office, HauzKhas, New Delhi payable at Delhi. Or (b) Bank Guarantee from any Indian Nationalized/ Scheduled Bank in favour of “ NIFT, Head Office, payable at Delhi ” shall be valid for minimum 180 days from the tender opening date. EMD in a sealed envelope shall be submitted to Purchase Officer, NIFT, Head Office, Hauz Khas, New Delhi–110016 before 14:00hrs of 03.11.2020 (Tuesday) otherwise the Bid shall not be considered.
3.	Availability of Tender Document	i. A complete set of Bidding Document in English may be downloaded at free of cost from CPP Portal (URL: https://niftbids.eproc.in) and from NIFT’s website (URL: https://www.nift.ac.in). Corrigendum/addendum, if any, shall be published only on the aforesaid website and separate communication in this regard will not be sent for the same to any individual. ii. Instructions regarding submission of online bids are available at URL: https://niftbids.eproc.in iii. Bids shall be submitted through online only. Manual / physical bids will not be accepted.

		iv. On submission of online bid, please intimate the same to the e-mail ID: purchase.ho@nift.ac.in
4.	Date of Publication of Bid notification on official website/e-Portal	08.10.2020 (Thursday) at 1700 Hours (IST)
5.	Download of Bid Document Commence from	08.10.2020 (Thursday) at 1800 Hours (IST)
6.	Pre-Bid Meeting	20.10.2020 (Tuesday) at 1100 Hours (IST)
7.	Amendment of bid document	27.10.2020 (Tuesday) at 1100 Hours (IST)
8.	Last Date of download of Bid Document	03.11.2020 (Tuesday) at 1200 Hours (IST)
9.	Last Date for submission of duly filled in Bids	03.11.2020 (Tuesday) at 1500 Hours (IST)
10.	Place of opening of Tender bids	ONLINE AND/OR Board Room, NIFT – Head Office, Hauz Khas, New Delhi – 110016
11.	Date and Time for opening of the Technical Bids	03.11.2020 (Tuesday) at 1600 Hours (IST)
12.	Presentation on the proposal by FSA	23.11.2020 (Monday) at 1000 Hours (IST)
13.	Date and Time for opening of the Price Bids	Will be notified to the technically qualified Bidders
14.	Eligibility Criteria	The bidder must have following documents A. Proof of Registration B. Taxpayer Information C. Turnover Certification & Income Tax Return D. Bidders Experience Certificate E. Earnest Money Deposit F. Reference Check G. CVs of Supervisor H. Tender Acceptance letter
15.	Rejection of Tender	Tender shall be rejected due to any of the following reason: <ul style="list-style-type: none"> • If it is received after the stipulated date and time • If it is found to be unsealed • If it is containing Incomplete and ambiguous information • If conditional rates are quoted against any item • If both Set 1 & 2 is not quoted for

	<ul style="list-style-type: none">• If any addition and/or deletion and/or modifications is/are made in the original tender document• If the price bid is submitted with the technical bid.
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NOTE:

- i) The tendering authority reserves the right to accept / reject any or all tender without assigning any reason thereof.
- ii) NIFT is not bound to accept the lowest tender.
- iii) Subsequent to publication of the tender document and on or before 1100 Hours of **27.10.2020 (Tuesday)** if any amendments, need to be made the tender document, will be notified only on the specified website. It is the responsibility of the bidders who have downloaded the tender document from the website to keep themselves abreast of such amendments before submitting the tender document.
- iv) Intending bidders are requested to register themselves with <https://niftbids.eproc.in> through www.nift.ac.in/tender for obtaining user-id, Digital Signature etc. by paying Vendor registration fee and processing fee for participating in the above mentioned tender.
- v) NIFT has decided to use process of e-tendering for inviting this tender and thus the physical copy of the tender would not be sold.
- vi) Incomplete, ambiguous and conditional tender bids liable to be rejected.
- vii) The bidder shall furnish a declaration under their digital signature that no addition and/or deletion and/or modification have been made in the downloaded tender document being submitted and it is identical to the tender document uploaded on the website (www.nift.ac.in/tender).
- viii) In case of any correction / addition / alteration / commission in the tender document, the tender bid shall be rejected summarily.
- ix) All statutory taxes as applicable shall be deducted at source before payment.
- x) The bidder should refer Clause 6.3 of this document with regard to the details of the documents to be submitted/uploaded along with the tender document.

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1. PART I – BACKGROUND ABOUT NATIONAL SIZING SURVEY OF INDIA

National Institute of Fashion Technology (NIFT)

NIFT was set up by the Ministry of Textiles, Government of India in 1986 which has been accorded statutory status under the Act of Parliament in 2006 (NIFT Act 2006) for the promotion and development of education and research in the field of Fashion Technology. NIFT provides fashion business education across the country through its network of 16 campuses. It provides four years under graduate (UG) program in design and technology, two years post graduate (PG) program in design, fashion management & fashion technology and short duration education program to address the specialized needs of professional and students in the field of fashion. NIFT has its Head Office at New Delhi with its campuses located at Bengaluru, Bhopal, Bhubaneswar, Chennai, Delhi, Gandhinagar, Hyderabad, Jodhpur, Kangra, Kannur, Kolkata, Mumbai, Patna, Raebareli, Shillong and Srinagar.

National Sizing Survey of India called INDIAsize

NIFT, New Delhi under the aegis of Ministry of Textiles, Govt. of India, is undertaking an extensive research study to develop a comprehensive size chart for ready to wear industry based on these body measurements of the Indian population. This is a scientific exercise where anthropometric data will be collected from a sample population to create a database of measurements that will culminate in a standardized size chart truly representative of the Indian population, which can be adopted by the entire apparel Industry.

1.1. Specific Objectives & Scope

The main objective of the INDIAsize project is to identify the body dimensions and proportions of India females and males using 3D body scanning technology and to develop the size chart based on human body measurements of Indian population for better fitting of ready to wear garments. The INDIAsize project will also focus on collection of demographics and purchasing preference data using socio-demographic questionnaire. Under this project, a measurement of 25000 (Twenty Five Thousand) male and female persons between the age group of 15 years and 65 years above in six different cities located in six regions of India i.e. Kolkata (East), Mumbai (West), New Delhi (North), Hyderabad (Centre), Chennai (South), and Shillong (North-East) using 3D whole body scanners will be taken.

1.2. Project Sanctioning Authority

The project has been sanctioned by the Ministry of Textiles, Government of India under the scheme Research and Development.

1.3. Technology used for Survey - 3D Whole Body Scanners

The 3D whole body scanners are non-contact method of extracting body measurements and capture highly accurate 3D body maps in less than 10 seconds in one posture. It scans the body and creates a point cloud from where hundreds of body measurements are extracted automatically through computer programming eliminating manual measurement and transcription errors. This technology is quick, accurate and human safe and helps immensely reduce the time frame of the anthropometric surveys. NIFT has procured three 3D whole body scanners.

1.4. Geographical Coverage

The purpose of INDIAsize project is to collect a large set of anthropometric data representative of the overall Indian population. Therefore, to collect this pan India data the 3D body scanners will be positioned at different locations in six geographical regions of India.

S. No.	Geographical Region (GR)	City
1	North	New Delhi
2	West	Mumbai
3	South	Chennai
4	Centre	Hyderabad
5	East	Kolkata
6	North-East	Shillong

1.5. Sampling Framework

In order to undertake the study, it is decided to collect the measurement of 25577 persons (male and female) in the specified age group as per the details given in the five sampling frame works listed below. Selected Field Support Agency(FSA) shall complete the mandated sampling frame works requirements.

1.5.1. Sampling Framework 1- Region Wise Distribution of States

Geographical Region No. (GR No)	Geographical Region	No. of Samples		
		Male	Female	Total
1	East India	2695	2636	5331
2	West India	2478	2391	4869
3	North India	2925	2824	5749
4	South India	2482	2554	5036
5	Central India	1256	1224	2480
6	North-East India	1056	1056	2112
Total		12892	12685	25577

1.5.2. Sampling Framework2 - Age Group

G R N o.	Geographical Region	Target Sample Male and Female											Total
		Age Group (Years)											
		15 ≤ 20	> 20 ≤ 25	> 25 ≤ 30	> 30 ≤ 35	> 35 ≤ 40	> 40 ≤ 45	> 45 ≤ 50	> 50 ≤ 55	> 55 ≤ 60	> 60 ≤ 65	> 65	
1	East India	768	749	709	592	582	463	409	295	283	225	256	5331
2	West India	768	676	638	531	523	416	368	265	253	201	230	4869
3	North India	768	768	768	657	646	514	454	328	314	249	283	5749
4	South India	768	704	663	553	544	432	382	276	265	210	239	5036
5	Central India	370	274	258	215	211	192	192	192	192	192	192	2480
6	North-East India	192	192	192	192	192	192	192	192	192	192	192	2112
	Total	3634	3363	3228	2740	2698	2209	1997	1548	1499	1269	1392	25577

1.5.3. Sampling Framework3 - Sex

G R N o.	Geographical Region	Target Sample - Male Age Group (Years)											Total
		15 ≤ 20	> 20 ≤ 25	> 25 ≤ 30	> 30 ≤ 35	> 35 ≤ 40	> 40 ≤ 45	> 45 ≤ 50	> 50 ≤ 55	> 55 ≤ 60	> 60 ≤ 65	> 65	
1	East India	384	384	357	300	293	239	210	151	139	111	127	2695
2	West India	384	351	324	271	265	216	190	137	125	100	115	2478
3	North India	384	384	384	339	331	270	237	171	157	125	143	2925
4	South India	384	352	324	272	265	216	190	137	126	101	115	2482
5	Central India	194	141	130	109	106	96	96	96	96	96	96	1256
6	North-East India	96	96	96	96	96	96	96	96	96	96	96	1056
	Total	1826	1708	1615	1387	1356	1133	1019	788	739	629	692	12892

G R N o.	Geographical Region	Target Sample – Female Age Group (Years)											Total
		15 ≤ 20	> 20 ≤ 25	> 25 ≤ 30	> 30 ≤ 35	> 35 ≤ 40	> 40 ≤ 45	> 45 ≤ 50	> 50 ≤ 55	> 55 ≤ 60	> 60 ≤ 65	> 65	
1	East India	384	365	352	292	289	224	199	144	144	114	129	2636
2	West India	384	325	314	260	258	200	178	128	128	101	115	2391
3	North India	384	384	384	318	315	244	217	157	157	124	140	2824
4	South India	384	352	339	281	279	216	192	139	139	109	124	2554
5	Central India	176	133	128	106	105	96	96	96	96	96	96	1224
6	North-East India	96	96	96	96	96	96	96	96	96	96	96	1056
	Total	1808	1655	1613	1353	1342	1076	978	760	760	640	700	12685

1.5.4. Sampling Framework 4 - Income Wise Distribution of Sample Size

GR No.	Geographical Zone	Annual Household Income (INR)					Total
		Above 20lacs	10.0 to 20.0 lacs	5.0 to 10 lacs	1.5 to 5.0 lacs	Below 1.5 lacs	
		Elite	Affluent	Aspirers	Next Billion	Strugglers	
1	East India	183	432	896	2428	1392	5331
2	West India	167	395	818	2218	1270	4869
3	North India	197	466	967	2619	1502	5750
4	South India	173	408	846	2293	1315	5035
5	Central India	85	201	417	1129	648	2480
6	North-East India	73	171	355	962	551	2112
	Total	878	2073	4299	11649	6678	25577

1.5.5. Sampling Framework 5 - Rural and Urban

Geographical Region No.	Geographical Region	Rural	Urban	No. of Samples
1	East India	1600	3731	5331
2	West India	1460	3409	4869
3	North India	1725	4024	5749
4	South India	1511	3525	5036
5	Central India	744	1736	2480
6	North-East India	634	1478	2112
	Total	7674	17903	25577

1.6. Movement of Scanner

3D Whole Body Scanner will be moved between the cities for data collection as per the following plan.

1.6.1. Intercity Movement of scanner

With 3 scanners data collection will be undertaken in 6 cities as follows

- Delhi to Mumbai - 3 scanners
- Mumbai to Chennai- 3 scanners
- Chennai to Hyderabad-3 scanners
- Hyderabad to Kolkata -3 scanners
- Kolkata to Shillong-2 scanners
- Kolkata to New Delhi- 1 scanner
- Shillong to Chennai - 1 scanner
- Shillong to Bangalore-1 scanner

1.6.2. Tentative time lines of data collection is as follows

Geographical Region	Cities	Time of data collection including scannertransport
North India	Delhi	3.0 months
West India	Mumbai	3.0 months
South India	Chennai	3.0 months
Central India	Hyderabad	1.5 months
East India	Kolkata	3.0 months
North-East India	Shillong (2scanners)	2.0 months
	Total	15.5 months

1.6.3. Intra-city Movement of Scanner

After intercity transport all the scanners will be in NIFT Campus from where each of the two scanners move to two more locations for maximum coverage and data capturing.

Movement of scanner within a city is as follows -

Scanner 1 - will be positioned in NIFT for the entire duration of data collection

Scanner 2&3 –each of the 2 scanners will be moved to maximum of two different locations within the city.

INTRACITY Movement of Scanner

	Scanner 1	Scanner 2	Scanner 3		Scanner 1	Scanner 2	Scanner 3
New Delhi	NIFT (3 months)	NIFT to Location 1	NIFT to Location 2	Hyderabad	NIFT (1.5 months)	Moves to Location 13	Moves to Location 14
		Moves to Location 3	Moves to Location 4			Moves to Location 15	Location 16
Mumbai	NIFT (3 months)	Location 5	Location 6	Kolkata	NIFT (3 months)	Location 17	Location 18
		Moves to Location 7	Moves to Location 8			Moves to Location 19	Moves to Location 20
Chennai	NIFT (3 months)	Location 9	Location 10	Shillong	NIFT (2month)	Location 21	
		Moves to Location 11	Moves to Location 12				
Total	6 NIFT locations + 21 Other locations = 27 locations in all						

FSA will be required to complete the sampling framework in each of the location before proceeding to next one with relaxation on each sampling framework as mentioned in Clause 5.21. However, at the end of the project the total samples covered should be as per Clause 1.5.

1.7. Scanning and Indicative time per Activity

INDIAsize booth will have following members per scanner –

SUPPORT STAFF

1. Supervisor – 1per scanner (to over all look at the smooth functioning of the booth and invite participants). Will be recruited by FSA.
2. Receptionist – 1per scanner (to inform about the scanning process and take consent with fluency in English and local language). Will be recruited by FSA.
3. Regional Investigator – 1 per scanner (Computer personals for filling online socio - demographic questionnaire with fluency in local language and English). Will be recruited by FSA.
4. MTS – 1per scanner (to support the personals at the booth).Will be recruited by FSA.

SCANNING STAFF

5. Anthropologist – 1per scanner for taking some manual measurements for validation and for ascertaining size of the participant and issuing scan suit. Anthropologist will also ascertain that the scan taken is of good quality will be recruited by NIFT and salary paid by NIFT.
6. Scanner Operations Executive - 2 per scanner (to scan the participant) will be recruited by NIFT and salary paid by NIFT.

Following activities will take place in the INDIAsize Booth in the listed sequence and approximately as per indicated time

Step 1 –CONSENT FORM FILLING AT RECEPTION On arrival at reception, the participant will be welcomed and undergo COVID-19 protocol and a thermal scan to ensure they do not have COVID-19 symptoms before being briefed about the project and process of scanning by the receptionist in English or local language. Receptionist will check and record the identity proof for verifying participant as citizen of India. Bio metric recording for identification of duplication of participant will be done at reception desk. Receptionist will assign a unique bar code/ scan ID to the participant for which NIFT will provide barcode scanners & printers and get Consent form filled.(indicative time 2-3 minutes).

Step 2 –SOCIODEMOGRAPHIC QUESTIONNAIRE FILLING Regional Investigator will get the online Socio-demographic questionnaire filled by interacting with the participant in English or local language on computer or tab provided (indicative time 3-4 minutes).

Step 3 –SCAN SUIT ESTIMATION Supervisor /Anthropologist recruited by NIFT will ascertain the participants size by taking few measurements by tape measure and identify the size of the participant for the scan suit and hand over the scan suit to subject (indicative time 1-2 minutes).

Step 4 – DONNING SCAN SUIT IN CHANGE ROOM Participant will change into scanning suit and go to the scanning chamber. Fitted undergarments are allowed to be worn under the scan suit (indicative time 2-3 minutes).

Step 5 – ACTUAL SCANNING IN SCANNING CHAMBER Scanner Operations Executive (1 male and 1 female recruited by NIFT) will scan participants in different poses and will check the scan for accuracy (indicative time 4-5 minutes).

Step 7 – THANK YOU / SUPERVISOR'S DESK After the scanning process is complete participant will change back into their own clothes. They will be given copy of the consent form for record and as proof of participation. They will be handed over the gift coupon with a thank you note by the supervisor. The participant will also be taking the scan suit with them as a souvenir for participation (indicative time 2-3 minutes).

In all maximum 20 minutes for first candidate which will go down for subsequent candidate as participants will be in different stages of listed steps and will take 15 minutes. In a day average 28 participants can be covered in day. However, the number can vary on lot of factors and efficiency of the field support team.

1.8. Time Period of the Contract

The overall duration of the contract is about 18 months (1month booth creation and recruitment of staff + .5 months training of staff at NIFT +15.5 months data collection + 1 month report submission) duration and it starts from signing of the contract/ agreement with

NIFT till submission of the Final Completion Report and handing over of all equipment's to NIFT Delhi. After awarding the contract the FSA needs to recruit manpower and allied activities that are detailed in Scope of work of FSA. Data Collection is likely to start in 1.5- 2 months after awarding the tender.

However, the Scanning Duration of the project is 15.5 months including 7 days per inter and intracity transfer (i.e. in all 14 months of data collection and 1.5 months of scanner transport).

The data collection shall start from the day all 3 scanners are at their respective first locations i.e. NIFT Campus, Location 1 & 2 and data collection will finish the day activity is over for all scanners in their respective last location i.e. NIFT Campus, Location 21.

Within 15 days (1 month) after completion of the activity on Location 21, FSA shall be required to submit a detailed completion report recapping the coverage of the sample framework region wise and in totality. Additionally, all the equipment's issued by NIFT have to be returned to NIFT Delhi.

2. PART II - PURPOSE OF THE BID

The purpose of this bid is to appoint Field Support Agency (FSA) / Company for conducting the anthropometric survey for INDIAsize during 2021-2022 in the different states of India as per the proposed sampling framework in proposed timeline.

2.1. Recruitment of Field Support Agency (FSA)

NIFT will have the overall responsibility for the implementation of INDIAsize project. However, considering the magnitude of data collection work, reputed field support agencies will be hired for data collection work. The selection of these agencies will be done by inviting technical and price bids from all the interested agencies. Strength of personnel available and previous experience in carrying out pan India crowd mobilization events/surveys will be important criteria for the selection. A committee comprising all stakeholders constituted for this purpose will evaluate the technical and price bid and recommend the selection of field support agency for final acceptance by the Competent Authority.

2.2. Scope of Work of FSA

FSA is required to provide following support to the project. The proposal should be prepared on the basis of the following scope of work.

SET 1 (without venue)

- Booth- Preparation, setting up, shifting, security and management of the booth
- Promotion and crowd mobilization to meet sampling framework
- Manpower recruitment and compensation

SET 2 (with venue)

- Booth – Preparation, setting up, shifting, security and management of the booth
- Promotion and crowd mobilization to meet sampling framework
- Manpower recruitment and compensation
- Venue for installation of booth with scanner

FSA has to be prepared to undertake activities listed in both Set 1&2. NIFT may opt to offer any of the set to FSA.

2.2.1. Booth – Preparation, setting up, shifting security & management of the booth

The scope of work of FSA would include preparation of the booth for scanner. This would entail construction of the booth with partitions, proper signage, front façade, office furniture and electrical connections and other related issues.

Fixtures would include clothes pegs, mirrors and counters in changing rooms, electric sockets for all work stations, extension cords, lighting fixtures, display aids 4 standees/ easels, fire extinguisher, 32” LCD/LED screen, and wall mounted soft boards around the

reception area, CCTV for monitoring activity in booth and support infrastructure, photocopier for making copies of consent form, stationery, cartridge, folding ladder, First aid kit, Electric Connectors and Extensions, lockers, dustbins and garbage bags etc.

All COVID-19 related protocol listed separately.

FSA shall be responsible for setting up of booth and shifting the contents of the booth (except 3D whole body scanner) and its furniture fixture, scan suits to new locations/ region after completion of data collection in a location or a region.

The booth shall be lockable for safety reasons and FSA will be responsible for safety and protection of booth its contents and participants. FSA will provide the CCTV footage after completion of each region to NIFT. FSA to take insurance and public liability cover for booth and its contents and also participants while they are in the booth.

2.2.1.1. Construction of the Booth

The scope of work of FSA shall also include construction and designing with proper signage's of INDIAsize booth. Tentative layout of the booth with minimum size 19.5 ft. X 19.5 ft. for NIFT campuses extendable up to 26 ft X 26 ft preferably octa norm structure with is light durable, extendable, portable and easy to assemble and dismantle without damage.

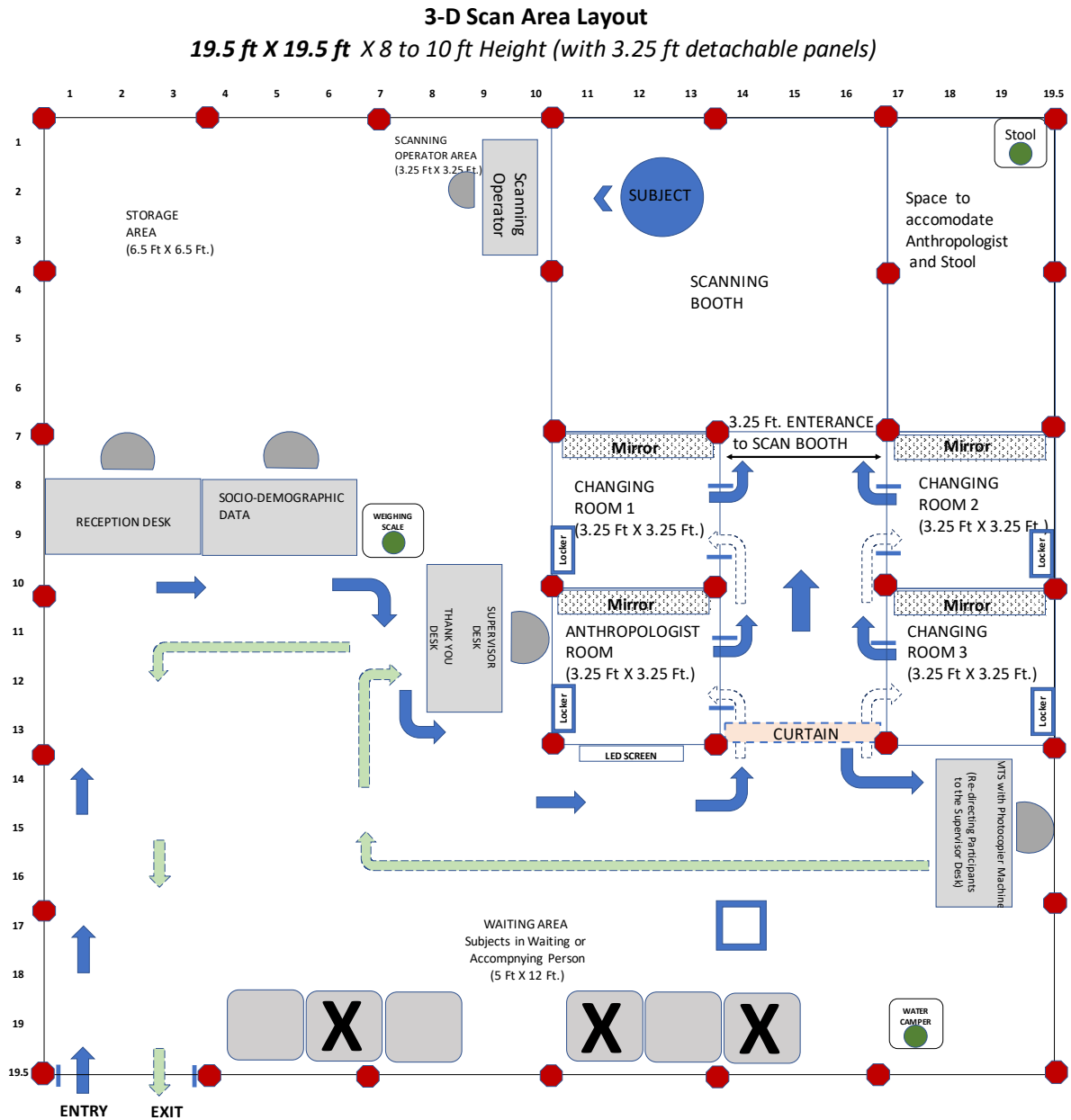
The booth space would include earmarked area for

- Registration and information desk – for consent form filling
- Socio-demographic survey filling area – for questionnaire filling
- Workstation for Supervisor- overall supervision, issuing of gratitude and collection of consent form
- Anthropologist area- for issuing scan suit and manual measurement taking
- Changing rooms – for donning and doffing of scan suits
- Scanning room- for scanning
- Workstation for scanning computer
- Photocopy- of consent form
- Pantry, Store and other allied structures
- Waiting area

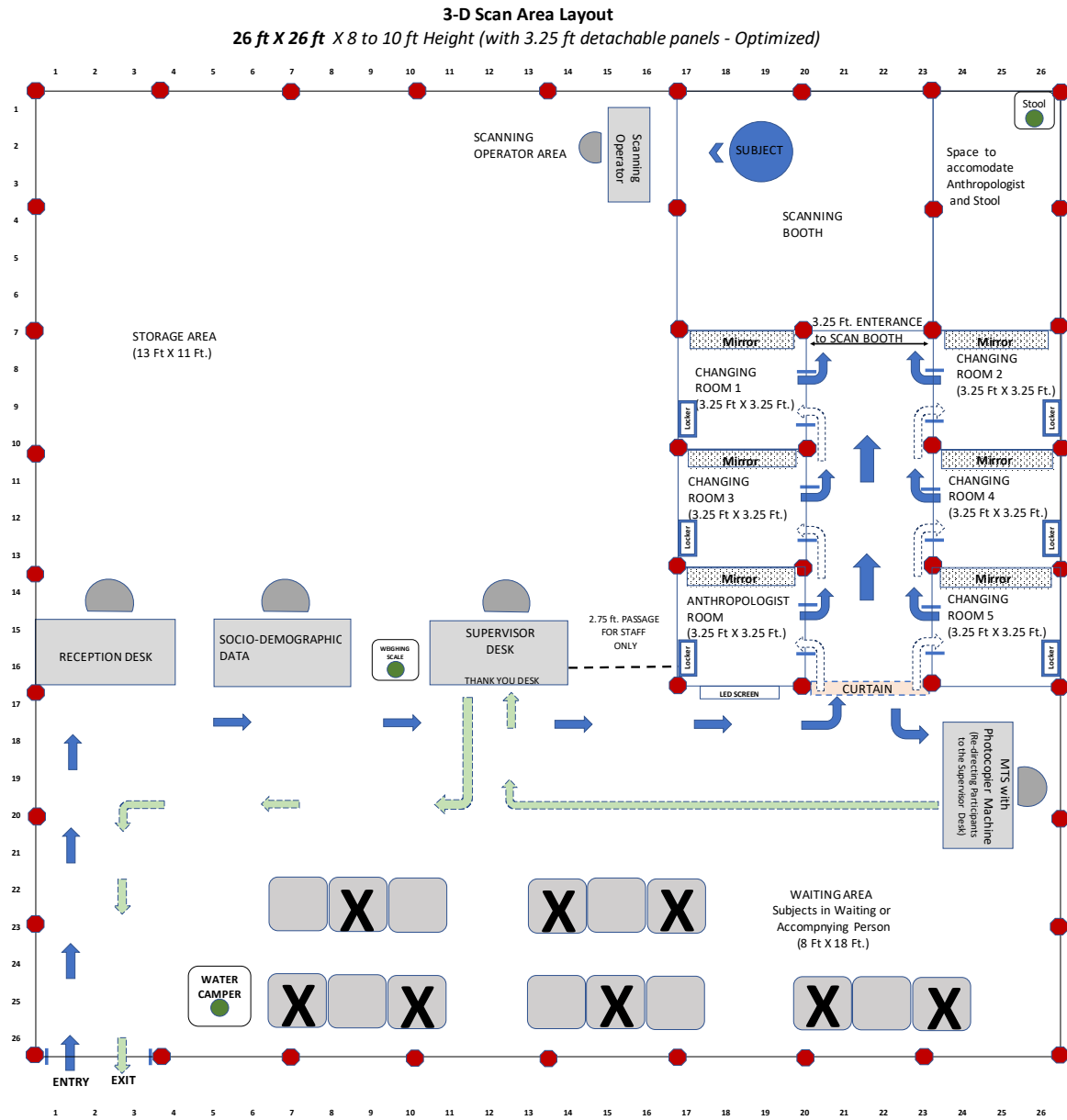
The booth shall be closed for effective cooling through air conditioning in case of open places. In case of enclosed air-conditioned spaces, the changing room, scan chambers and manual measurement space shall be covered from all sides with enough lighting fixtures. The changing rooms and scan chamber need to be covered from the top in case scanner is placed on ground floor in open Arcades of building having multiple floors.

FSA shall be responsible for making the infrastructure available for installation of scanner on arrival. The infrastructure shall be ready before the arrival of the scanner to avoid any delays. Preferably the booth should be portable and reusable which can be easily dismantled and reassembled in the next location.

Layout for Booth Designed Only For NIFT Campus



LargeSize Booth



2.2.1.2. Setting Up of the Scanner

Once the booth is constructed and ready, the scanner shall be set up. The trained personnel from the scanner company shall install the scanner. The FSA shall ensure facilitation of the setting up of scanner.

2.2.1.3. Furniture and Fixture

The FSA shall be required to provide the appropriate furniture, lighting, equipment and fixtures in the booth area. The furniture required per booth at all times would include -

Registration and information desk – for consent form filling for Receptionist	1 Computer Desk with lockable drawer for keeping official/ personal belongings
	1 Chair behind the desk
	1 Electric Connectors / Power point/ Extension box
	CCTV Camera
	1 Fire extinguisher
	1 Sanitizer bottle
	Standees for information and promotion
Socio-demographic survey filling area – for questionnaire filling For Regional coordinator	1 Desk with lockable drawer for keeping official/ personal belongings
	1 Sanitizer bottle
	1 Chair
	1 Electric Connectors / Power point/ Extension box
Workstation for Supervisor- overall supervision, issuing of gratitude and collection of consent form	1 Computer Desk with 2 lockable drawers for keeping official/ personal belongings and consent form
	1 Sanitizer bottle
	1 fully equipped First aid kit
Anthropologist Work area- for issuing scan suit and manual measurement taking	1 Desk with lockable drawer for keeping official/ personal belongings
	1 Sanitizer bottle
	1 chair
	1 full length mirror
	Wall Shelf with 1 electronic safe/locker for storing personal belongings of participant
	Pegs and hangers for clothes
	Partition walls to have pinning options to place dos and don'ts poster
Changing rooms – for donning and doffing of scan suits	1 stool/ chair for sitting and changing in each changing booth
	1 Sanitizer bottle
	1 full length mirror
	Wall Shelf with 1 electronic safe/ locker with each changing room for storing personal belongings of participant – Total 5 in number
	Pegs and hangers for clothes
	AC's for appropriate cooling of Changing room & scanning chamber
	Partition walls to have pinning options to place dos and don'ts poster
Workstation for Scanning Operator Male and Female	Partition for scanning chamber
	1 Sanitizer bottle
	1 Computer Desk with lockable drawer for keeping official/ personal belongings

	2 Chairs
	1 Electric Connectors / Power point/ Extension box
Thank you, Desk,	1 Desk with lockable drawer for keeping official/ personal belongings
	1 Sanitizer bottle
	1 Chair
	1 tabletop high speed Photocopier cum scanner machine with sufficient number of cartridge and paper for printing consent form and giving duplicate to the participant
Pantry, Store and other allied structures	1 full size lockable cupboard for safe for keeping Fresh forms (Max Capacity of 3000 forms), keeping Locker, storing 1000 Scan suits and Stationery like 5-6 rims of paper, printer cartridge, external drives, biometric printer and tapes for printing and other stationary items etc. Additionally storing place should be large enough to store sanitization equipment and PPEs like gloves, masks, face shields, coveralls, etc.
	1- sturdy safe and light in weight folding ladder of height of approx.150cm with wide steps
	1 locker for safe keeping of Signed forms, external drive
	1 Table for electric kettle and any other objects/items
	1 Electric Connectors / Power point/ Extension box
	1 small refrigerator
Waiting Area	1 LCD/LED screen (of 32" size) for display of entire scanning process
	1 Sanitizer bottle
	Water dispenser with glasses
	1 Big dustbin for disposing of the glasses, garbage bags,
	1 Separate dustbin for used mask, PPE kit and gloves.
	2 Charging points / extension cords
	5-10 chairs
	CCTV Camera
Standees for information and promotion	

Apart from above the booth shall also have 2 Air Conditioners of 2 tons each or as per the INDIAsize booth size to maintain cooling of 24degree centigrade, small refrigerator, water dispenser and electric kettles.

The materials such as wall panels, furniture, display aids etc. to be provided by the agency shall have to be sturdy and withstand transportation and usage hence of a very high quality. Chairs, tables, counters, display aids etc. provided shall be color coordinated and in accordance with NIFT color of grey, blue and red and should be aesthetically appealing in appearance. This shall be done in consultation with the team of NIFT on the basis of design provided. It will be the responsibility of the agency for making all items available as per the layout plans and designs.

2.2.1.4. NEW REQUIREMENT UNDER PANDEMIC SITUATION FOR SAFETY AND PROTECTION

The FSA shall be required to provide the sanitizing equipment and PPEs in the booth area for the entire duration of the project. Supply for 1 week has to be maintained in the store at all given point of time

The equipment required per booth at all times would include-

<p>Eye (IRIS) scanner 1 per booth with customized software</p>	<p>Total 3 scanners in 3 INDIAsize booth for identity management through IRIS scanning, this is required to avoid duplication that is scanning of an already scanned person who comes with a different identity</p> <p>The system is required to be configured in a manner where the IRIS scanner is deployed at all the 3 sites which are physically, although in the same region, are at a distance from each other. Thus 3 iris scanners are required to be connected through the internet with the common database server of NIFT from where the authentication of the person's identification will be done for the sole purpose of ensuring that a person who has already participated in the survey and given measurement is not allowed again. The process would require that as soon as a person approaches for body measurement, scanning of his/her iris is done using the iris scanner (this is a touchless process hence avoids COVID contamination chances). In near real time the scan is verified against the already stored iris scans data in the NIFT database which is built using this iris scanning process (there is no existing database). If no match is found then the person's scan is appended to the NIFT database and the person is allowed to go for body measurement. In case the scan is found to match with an existing scan in the NIFT database it will not be stored and the person is denied to proceed for body measurement due to duplication. This validation of the duplication is required only over the scans collected in a region, as it is highly unlikely that a person will appear for re-scanning in a different region. This process shall be continued for approximately 3-4 months at a city (with 3 different locations with scan of approximately total 6000 subjects in this duration from that city from all locations), and then the same devices shall move to the next data collection city, and the same process shall be followed at the new locations as well. The data will be required to be mapped only within a region / city. For maintaining the data and biometric privacy of the person the iris scan data thus collected during the survey will not be linked to the profile information provided by the person, so no integration required for that, as the iris scan is only used for avoiding duplication of data and not for any other purpose.</p>
<p>Sanitizer bottle 1 lt</p>	<p>Enough sanitizing material to be provided for all people in the booth throughout the project.</p> <p>Indicative amount: 1 per station. 10 bottles per month for the entire duration per booth. 30 bottles per month in total for 3 booths for</p>

	entire duration of project (Govt. Approved Sanitizing material should be provided)
Sanitizer spray can 300ml/ Sanitizing Machine with supplies	Booth & all Cubicles to be sanitized frequently, by use of Sanitizing Machine with supplies or Sanitizer can. Indicative amount: 4 cans per day for the entire duration per booth Total 12 cans per day for entire duration of project (Govt. Approved Sanitizing material should be provided)
Govt Approved Disposable PPE (face masks and 2 pairs of surgical gloves in suitable sizes) for 7 members per booth	1 per person per day. 175 kits per month per booth for the entire duration of the project Total 525 kits per month for the entire duration for each booth.
Face shield for 7 members per booth	1 per person per month. 7 face shields per month per booth for the entire duration of project Total 21 face shields per month for the entire duration of project
Lab Coats	24 per person for the entire duration of the project. Four to be issued per head before the onset of the region.
Disposable PPE Suits	50 per booth Total 150
Pen for signing of consent form cannot be reused	10,000 per booth Total 30,000 pens

2.2.1.5. Front/ Side Facade and Signage

All external walls of the booth shall carry INDIAsize logo, Govt. of India Logo, NIFT logo, and sponsors logo (advised by NIFT only) and project title for clear and easy identification. All creatives for the booth, standee, banners, posters, etc. will be provided by NIFT. They shall be put on display as per NIFT instructions. Facade shall be as per approved design only. FSA shall be responsible for printing, stretching and mounting of the banners, standees and other display material.

2.2.1.6. Power Supply, Main Electrical Connections and Internet Connectivity

It shall be the responsibility of the agency to provide the uninterrupted power supply required for the booth and the activities to be undertaken. In case of no power supply at the venue agency will have to make necessary arrangements through a power generator around 15 KW and there shall be a person responsible for ensuring supply of the same throughout the data collection on all locations. FSA will be responsible for making internet connectivity available for live data transfer on NIFT procured Cloud services from the venue.

FSA to provide minimum band width 5mbps for both upload speed and download speed and minimum approved limit of 20GB data to be uploaded every day.

2.2.1.7. NOC's, Permissions and Parking Permits

The agency shall ensure that all statutory permissions per say municipal clearances/NOCs/permissions/ parking permits (wherever necessary) etc required by various enforcement/other government agencies in the state concerned are obtained to the satisfaction of the NIFT authority. The agency shall submit copies of all the NOCs, permissions, and clearances along with the receipts to the NIFT.

2.2.1.8. Insurance

The agency shall ensure that all necessary insurance for the booth, equipment's and associated infrastructure are obtained to the satisfaction of the NIFT authority. Comprehensive insurance of the booth including materials provided both by NIFT and FSA should be undertaken.

FSA to take public liability cover for all potential accidents, mishaps, injuries and incidents that occur in the INDIAsize booth during scanning and allied activities for all participants of INDIAsize study in all regions and all locations.

2.2.1.9. Security and Safety

The agency shall be responsible for security of the all equipment in the booth. The FSA shall have to process the required permissions and obtain the functioning guidelines from the Police Force etc. (wherever required).

FSA shall ensure necessary precautions for security, safety against theft, fire and other potential disruption. The booth shall have adequate number of Fire extinguishers as the first measure of precautions. Further, the booth shall be under CCTV surveillance for safety and security. The cleanliness and hygiene of the booth shall be maintained.

FSA shall ensure keeping COVID-19 guidelines in mind, the booth shall be regularly sanitized and all team members shall work with proper PPEs at all times.

2.2.1.10. Transfer

The FSA shall be required to transfer the booth and its contents – furniture, fixtures etc. to new locations within the city or to next geographical location except 3 D whole body scanner. FSA shall be responsible for damage/ theft / loss/ break-down of any stuff inside the booth and while transferring the goods to another location.

2.2.2. Promotion of the Event and crowd mobilisation to meet sampling framework

This work includes Promotion and creating awareness about the project and the same shall be the part of the FSA's work. This would include designing a publicity plan, developing material for the same, execution of the same, and creating the buzz about the programme. The medium can be newspaper, internet, social media, television, pamphlets, blogs, etc. The cost will be borne by the agency. NIFT Website could be utilized for registering the participants for the scanning.

2.2.2.1. Mobilizing People for participating in survey

The most important work of the FSA shall be to mobilize people for scanning. This would involve them to promote INDIAsize survey, create awareness amongst people, register them on website or venue, fix appointments, scheduling appointments, reminding them of activity, transporting them to venue if required. FSAs must publicize about the survey and its purpose through newspapers/electronic media in the state, before initiating the field support work. The published materials/ documents/newspaper cutting must be submitted to NIFT.

They shall be required to mandatorily get the right kind of participants for the survey according to the Sampling Framework as in clause 1.5. This would include people from pan India, different sex, age group, income groups, regions, urban & rural population. **It is mandatory to meet the sampling framework per region in provided time frame.** As much as possible widest range of people shall be covered in the survey. In case FSA is to get people from nearby areas, they shall arrange for vehicles for transportation of the participants. FSA shall obtain the permissions required from the Concerned Authority.

2.2.2.2. Engaging the Participants

FSA shall be required to plan activities for attracting the participants, keeping them engaged while they are waiting for their turn, and managing the crowd.

2.2.2.3. Coordination with NIFT Team

FSA shall be required to coordinate with the NIFT Team at different levels. NIFT team includes the Project Monitor Team (PMT) which includes INDIAsize Core team who would be overall in-charge of the project, NIFT Project Center Coordinator who will be in-charge of that particular state. Scanner Operations Executive and Anthropologist appointed by NIFT for managing the scans and monitoring the scan.

2.2.2.4. Mapping of the Sample framework Coverage

The FSA shall be required to keep a record of the number of participants being scanned on daily basis and generate report every fortnight basis as per the table provided below. This shall be submitted to the NIFT Project Center Coordinator on Sunday of the second week.

FORM FOR MAPPING OF COVERAGE OF SAMPLING FRAMEWORK

1. Time Period for the Region (Circle the selection)						
Duration	0 to15 days	16 to 30 days	31 to 45 days	46 to 60 days	61 to75 days	76 to 90 days

2. Region Frame Work (Circle the selection)						
Region	North	South	East	West	Central	NE

3. Age & Sex Frame Work - Number of Samples Scanned												
Age	15 ≤ 20	> 20 ≤ 25	> 25 ≤ 30	> 30 ≤ 35	> 35 ≤ 40	> 40 ≤ 45	> 45 ≤ 50	> 50 ≤ 55	> 55 ≤ 60	> 60 ≤ 65	> 65	Total
Male												
Female												
Total												

4. Income Categories Frame Work - Number of Samples Scanned

No of Samples Scanned	Below 1.5 lacs	1.5 to 5 lacs	5 to 10 lacs	10 to 20 lacs	Above 20 lacs	Total

5. Area Frame Work – Number of Samples Scanned

No of Samples Scanned	Rural	Urban	Total

Mapping of the requirement and actual scans done shall have to be monitored on fortnightly basis by NIFT and the gap areas identified. NIFT Project Center Coordinator will issue this gap on Monday by end of the day of starting of the subsequent week to FSA. This shall be required to be fulfilled on priority basis.

All Sampling Framework as defined by NIFT shall have to be preferably completed in each state, with permitted range of missing the target as mentioned in Clause 5.21. However, at the end of the project the total samples covered shall be as per Sampling Framework in Clause 1.5. In case of extreme circumstances, the matter can be discussed with NIFT, but decision of NIFT would be final.

2.2.3. Manpower Recruitment, Training and Compensation

The FSA shall be required to provide the manpower, which will be trained, from time to time by the Scanner Company and NIFT team.

2.2.3.1. Manpower Recruitment

The FSA shall be required to have or appoint the following manpower for each of the three scanners.

FSA shall be required to provide copy of the CVs of Supervisor to NIFT before his/her engagement for the project. FSA will be at liberty to replace the person with one having similar profile on approval of NIFT. Same Supervisor should preferably stay throughout the project for continuity, stability and steadiness.

FSAs must also provide a copy of biodata, proofs of identity and minimum qualification of the entire staff in the booth recruited one month in advance to NIFT before starting of the data collection in the respective regions.

S. No	Name of the Position; No of people required; Sex; Required skills and Responsibility
1	<p>Supervisor – Total 3 - 1 per scanner either male or female. Person on this role is essentially required to be on site at all times.</p> <p>Education Qualification (Minimum) - Bachelor's Degree</p> <p>Experience - At least 2 years of experience in relevant profile of supervising event</p>

(conducting and coordinating) large-scale event and crowd management involving handling crowd of people, dealing with of masses, large level surveys involving human subjects, across country events of any kind involving human subjects etc.

Proficiency in English and Hindi language.

Required Skills

- Proven track record of organising medium to large size events, delivering on time with excellent customer service and quality
- Should be able to prepare and provide reports on event performance matrix
- Should be able to lead a team
- Is aware and suitably able to identify and manage public health and safety practices
- Must possess excellent verbal, written and presentation skills
- Must be computer savvy and proficiency in MS Office
- Must be self-motivated, creative, detail-oriented and excel in problem-solving skills
- Has the ability to prioritize and manage multiple responsibilities
- Ability to deal with sensitive information with a high level of trust and confidentiality
- Good communication and customer service skills with the capacity to interact with diverse groups and work successfully in a collaborative, team-oriented environment
- Ability to connect with people and engage others in the mission of the project

Responsibility

Supervisor will be responsible for overall smooth functioning of the booth.

Some of the expectations from Supervisor are

- Allocation of area in booth where team members will be stationed
- Make arrangements for travel and accommodations for team
- Supervise and guide people in booth
- Contact local authorities to inform them about the survey and to gain their support and cooperation
- Arrange for all supplies, and equipment necessary for the team to complete its assigned interviews
- Responsible for having enough consent form in English, Hindi and local language to ensure smooth flow of work
- Responsible for having enough scan suits in booth for smooth execution of survey
- Responsible for live data uploading through internet connectivity
- Communicate any field problems to the FSA or Regional Project Coordinator from NIFT
- In-charge of making paper available as and when required i.e. approvals, insurance paper, permits, NoCs, SoPs, etc.
- Storing all confidential consent forms safely and handing over to NIFT Project Center Coordinator at end of the day/ week
- Proper storing recording and sealing of consent forms
- Keeping record of scan-suits and incentives issued
- To ensure that any activity like filling of questionnaire, body scan etc. is done only after obtaining the informed consent of the respective respondent
- To ensure that a copy of consent form is handed over to the participant

	<ul style="list-style-type: none"> • To ensure that investigators keep all the information strictly confidential • To ensure correct scan number to be added to the socio demographic survey for flawless integration of said data with scans data • To hand over incentives to participants and keep records of the same • Responsible for safe keeping of filled signed consent form, external drives, scan suits, gift vouchers etc. and will ensure no pilferage happens in the booth • Seamless integration of barcode / scan ID with identify card data, consent form, socio-demographic questionnaire and anthropometric data • To maintain a list of discarded scan IDs and scan suits and submit the report at the end of day • Responsible for coordinating between all members in a booth and solving queries and problems if any • Responsible to keep booth, its equipment and team safe • Ensure that the event booth and location are maintained in hygienic and clean environment • Ensure timely completion of sample framework • Responsible to manage medical emergencies or any unforeseen crisis in booth • Inviting participants • Managing and engaging participants in the booth and waiting area • Query solving of participants • Arranging for transportation of participants, in case required by FSA • Will file reports on progress of work as per the schedule of NIFT • Coordinate with NIFT team • Plan for meeting targets as per advice of NIFT team • Assessing the participants' size and giving the right size of the scan suit to participant • Ensure regular and thorough sanitization of the booth and adhering to COVID-19 guidelines • Ensure all security precaution required for pandemic is followed both by staff of booth and participants regarding social distancing, sanitizing of hands, use of mask etc. • Supervisor will also act as nodal officer for COVID-19 • To complete all commitments of FSA
<p>2</p>	<p>Receptionist - Total 3 - 1 person per scanner - either male or female. Person on this role is essentially required to be on site at all times.</p> <p>Education Qualification (Minimum) - Bachelor's Degree with basic computer knowledge and proficiency in MS Office.</p> <p>Experience - At least 1 years of experience in relevant profile of handling front office in large-scale event and event requiring large crowd management involving handling crowd of people, dealing with of masses, large level surveys involving human subjects, across country events of any kind involving human subjects etc.</p> <p>Proficiency in English Hindi and preferably Regional language.</p>

	<p>Required Skills</p> <ul style="list-style-type: none"> • Proven track record of managing front office in medium to large size events with success • Must possess multi-task handling ability • Knowledge of administrative procedures • Excellent Communication • Excellent people management skills • Ability to prioritizing work • Excellent Organization skills • Computer savvy with proficiency in MS Office • Initiative and problem-solving abilities • Patience and self-reliance • Dependability <p>Responsibility</p> <p>Receptionist will be assisting the supervisors. He/she will be first person participant will be communicating with. Receptionist will be responsible for welcoming the participants, query solving and crowd management for smooth functioning of the booth.</p> <p>Some of the expectations from Receptionist are</p> <ul style="list-style-type: none"> • Welcoming the participants • Conducting a thermal scan of the participant to ensure they are not displaying COVID-19 symptoms before proceeding further • To check the identity card of the participant and ascertain him/her as Indian citizen • Explaining the procedure in detail to them if required in their regional language • Getting the consent form filled • Issuing of the scanID/ barcode number on the consent form to make smooth integration of socio-demographic questionnaire, consent form and scan • Seamless integration of barcode/scan ID with identify card data and consent form • Keeping filled consent form in safe custody to hand over to supervisor • Asking all female participants whether they are pregnant and keeping a record of the same • Manage the waiting area and participants • Keeping track of number of participants and assisting supervisor in making reports • Assist supervisor in managing and engaging crowd • Assist supervisor in keeping booth clean and well organized • Assisting supervisor in meeting the expectations of NIFT from FSA
<p>3</p>	<p>Regional Investigator- Total 3 - 1 per scanner preferably female. Person on this role is essentially required to be on site at all times.</p> <p>Education Qualification (Minimum) - BE/ B.Tech / B.Sc. in Computer Science/ software / Information Technology/ BCA OR equivalent from recognized university/ institute of repute.</p> <p>Experience -2 years' experience out of which at least 1 year is in relevant field of data entry and management and using medium complexity computer applications. Proficient in Hindi,</p>

	<p>English and local language.</p> <p>Required Skills</p> <ul style="list-style-type: none"> • The data entry professionals will need to have fast typing speed • Proficiency in handling medium complexity computer applications • Extremely comfortable using all sorts of input devices like keyboard, iPad, scanners and other such devices used for data entry task • Excellent interpersonal skills • Excellent written and communication skills • Dependable with confidential data • Patience and concentration to spend long hours in the same seating position doing the same job • Excellent organization skills • Ability to prioritize work • Initiative and problem-solving abilities • Data entry assistant must possess certain essential software skills like using word processors, spread sheet, database, and other related record management software. • Maintaining proper information flow between receptionist, scanner operator and supervisor • Ability to enter, store and recover the data correctly <p>Responsibility</p> <p>Regional Investigator will be responsible for conducting socio-demographic survey of all eligible male and female participants. The survey is online so the investigator to have good working knowledge of computer.</p> <p>Some of the expectations from Regional Investigator are</p> <ul style="list-style-type: none"> • Patiently interacting with participants and guiding them from one question to another • Capturing the data flawlessly • Helping participants in making selection from multiple options in a question by explaining each option • In case of confusion in selection of available options using common logic or escalating matter to Supervisor • Should be familiar with the socio-demographic form categories like list of occupations and districts • Recording the anthropometric data if necessary and coordinating with Anthropologist for the same • Correct recording of scan number for smooth integration of socio-demographic questionnaire, consent form and scan data. • Uploading of data on NIFT procured cloud • Managing medium complexity of software in case of crisis • Keeping a record on the number of participants to counter check the records • Assisting supervisor to make reports • Recording, storing and retrieving data efficiently • Assisting supervisor in meeting the expectations of NIFT from FSA
<p>4</p>	<p>Multi-Tasking Staff - Total 3 - 1 per scanner - preferably male. Person on this role is</p>

	<p>essentially required to be on site at all times.</p> <p>Education Qualification (Minimum) - Minimum of 10+2</p> <p>Experience – 1-year experience. Proficient in Hindi, English and local language.</p> <p>Required Skills</p> <ul style="list-style-type: none"> • Good interpersonal skill • Should decent personality • Should be fluent in local language • Should be able to multitask • Should be able to follow orders • Housekeeping skills • Supportive nature and ability to work in team <p>Responsibility</p> <p>MTS will be responsible for overall maintenance of the area and provide overall support. Some of the expectations from MTS are</p> <ul style="list-style-type: none"> • Opening and closing of the booth • Maintaining hygiene and cleanliness in booth • Sanitize the booth regularly with adherence to COVID-19 guidelines • Assisting during assembly and dismantling of scanner • To make photocopies of the consent form • To organize and secure materials and office supply cabinets as per direction of Supervisor • To deliver and pick-up mail, messages, documents, packages and other items to and from NIFT Offices, the post office, or any other location that may be required • To deal with basic administrative duties • To make photocopies of reports, forms and any other document as and when required by Supervisor • To coordinate the maintenance and repair of booth equipment • Assisting people in the booth both participants and team members • To direct participants to move in booth • Handing over water bottle to the participants • Assisting supervisor in smooth running of the booth by providing support
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Additionally, there will be NIFT team for scanning that will not be in purview of the **agency**.

Other 3 members in the booth recruited by NIFT will be as follows

1. Anthropologist - 1 preferably female

For taking some manual measurements for validation and for ascertaining size of the participant for scan suit and ascertain that the scan taken is of good quality.

2. Scanning Operations Executive in charge - 2 (1 male and 1 female)

To scan the participant.

NIFT has trained the SoE and A/E to mutually extend backup operations to these roles as need arises. FSA is advised to also assign multitasking to the staff recruited to create

operational backups since it is essential to complete the target sampling within the stipulated time frame without any delay.

The FSA shall be required to provide remuneration to all people employed by them for the project. FSA shall fulfill all the statutory requirements like Workers' Compensation, Pay Roll Tax, Industrial Relations Act, etc. of the state in which the booth will be displayed. The agency is required to follow work health and safety procedure/system in respect of all personnel engaged by them as per the laws. FSA shall be fully responsible for financial, social and moral well-being of the staff recruited by them and NIFT shall not be responsible for the same. FSA must make provision and pay for group insurance to all the field support staff deployed in INDIAsize project. It is mandatory for FSA to provide accidental and health insurance cover for all personnel in the booth.

2.2.3.2. Workmen's Compensation

It shall be the responsibility of the FSA to pay the workmen's compensation and comply with the laws of the land. However in every case in which by virtue of the provisions of Section 12, sub-section (i) of the Workmen's compensation Act, 1923 NIFT is obliged to pay compensation to a workman employed by the FSA, in execution of the works, NIFT shall recover from the FSA the amount of the compensation so paid; and without prejudice to the rights of the NIFT under Section 12 Sub-section (ii) of the said Act, NIFT shall be at liberty to recover such amount or any part thereof by deducting it from the Security Deposit or from any sum due by NIFT to the FSA whether under this contract or otherwise. Government shall not be bound to contest any claim made against it under Section 12 sub-section (i) of the said Act, except on the written request of the FSA and upon his giving to NIFT full security for all costs for which NIFT might become liable in consequence of contesting such claim.

2.2.3.2.A Labour Welfare

- a. During continuance of the contract, the contractor shall abide at all times by the existing labour enactments and rules made there under, regulations, notification and by laws of State or Central Government or local authority and any other labour law (including rules, regulations, by laws that may be passed or notification that may be issued under any labour law in future either by the State or Central Government or local authority.
- b. The bidder shall keep NIFT indemnified in case of any action taken against NIFT by the competent authority on account of contravention of any of the provisions of any Act or rules made thereunder, regulations, by laws, amendments that may be passed or notification that may be issued under any labour law in future either by the state or central government or local authority.
- c. If NIFT is caused to pay, reimburse such amount as may be necessary to cause or observe, or for on observance of the provisions stipulated in the notification/ bylaws / Acts/ Rules/ regulations including amendments, if any, on part bidder, the NIFT shall have right to recover from the bidder any some required or estimated to be required for making good the laws or damage suffered by the NIFT.
- d. The employees of the bidder/contractor in no case shall be treated as the employees of the NIFT at any point of time.

- e. The employer is bound to fulfil the terms and condition for compliance of the provision of EPF & Misc. Provision Act 1952, and Employee Provident Fund Scheme 1952 by the bidder in respect of employees employed by him for performing works under the Contract.
- f. Any failure to fulfil this requirement shall attract the penal provisions of this contract arising out of the resultant non-execution of the work.
- g. No labourer below the age of eighteen years shall be employed on the work.

2.2.3.2.B Fair Wages

- a. The FSA shall pay to labour employed by him either directly or through his authorized representative, wages not less than fair wages as defined in the C.P.W.D. FSA's labour regulations or as per the provisions of the contract labour (Regulation and abolition) Act and the Contract Labour (Regulation and Abolition) Central Rules, wherever applicable.
- b. The FSA shall, notwithstanding the provisions of any contract to the contrary, cause to pay fair wage to labour indirectly engaged on the work.
- c. In respect of all labour directly or indirectly employed in the works for performance of the contract's part of this agreement, the FSA shall comply with or cause to comply with the Central Public Works Departmental FSA's Labour Regulation made by the NIFT from time to time in regard to payment of wages, wage period, deduction from wages, recovery of wages not paid and deduction unauthorized made, maintenance of wages book or wage slips, publication of scale of wages and other terms of employment, inspection and submission of periodical returns and full other matters of the like nature of as per the provisions of the Contract Labour (Regulation & Abolition) Central Rules 1977 wherever is applicable.
- d. The FSA shall comply with the provisions of the Payment of Wages Act 1936, Minimum Wages 1948, Employees Liability Act 1938, Workmen's Compensation Act 1923, Industrial Disputes Act, 1947, Maternity Benefits Act 1961, and the FSA's about (Regulation and Abolition) Act or the modifications thereof or any other laws relating thereto and the rules made thereunder from time to time.
- e. The FSA shall indemnify NIFT against payments to be made under and for the observance of the Laws aforesaid without prejudice to his right to claim indemnity from FSAs.
- f. The regulations aforesaid shall be deemed to be a part of this contract and any breach thereof shall be deemed to be a breach of this contract.

2.2.3.3. Training of Manpower at NIFT

Given the magnitude of the survey, number of people involved, and type of skills required for successful implementation of the INDIAsize project, several types of training workshops will be held at different points of time. These training workshops will be conducted by NIFT and the schedule and timings will be informed by NIFT as and when required. The training will cover protocols and methods of data collection, different subject components of the socio-demographic survey, question-by-question discussion, guidelines for training staff, and roles of various people participating in the survey.

FSA shall be required to send all supervisors, receptionists and regional coordinators for training 15 days or as specified by NIFT prior to the start of data collection period.

Initial training for supervisors, Receptionist and Sociodemographic data collector will be done in NIFT Delhi Campus. For new regions, onsite training should be provided. FSA staff like Supervisor could also train the newly recruited staff in the new regions.

2.2.4. Venue for instillation of booth with Scanner

FSA has to provide venues for placement of scanner. The venue for placing scanner should be safe and secure, having good ambience, air conditioned, well lighted, big enough to house INDIAsize Booth of medium and large size. The venue must have fool proof security. It should be popular among masses to ensure good footfall. FSA to provide four venues in each of the cities where the scanner no 2&3 will be placed i.e. New Delhi, Mumbai, Chennai, Hyderabad and Kolkata. In Shillong only 1 venue is required to be provided. Scanner 1 will be placed NIFT at all times in all regions. All COVID-19 related protocols should be adhered to while selecting the venues.

PS. The activity of providing Venue is optional for NIFT. NIFT may opt to provide its own venue for placing scanner and not use the support of FSA for the same.

2.2.5. Other Responsibilities of FSA

2.2.5.1. Issuance of scan suits and incentives

FSA will keep record of the number of scans undertaken per day and incentives and scan suits issued in following table. The supervisor will update these records daily to the central server. Both physical and digital copies of the record shall be maintained.

S. No.	Unique Scan ID	Gender	Scan suits size issued	Signature as consent for Incentive received by participant

2.2.5.2. Records of daily activity

The supervisor will maintain daily records of all the activity occurring in the INDIAsize booth in order to track the progress. The information will be stored in the following formats, respective to its activity. Both physical and digital copies of the record shall be maintained.

The receptionist will keep a record of all the participants who have registered for scanning in the following format

S. No.	Date	Name	Gender	Age	Photo ID	Scan ID

The receptionist will keep a record of all the participants who have completed the socio-demographic questionnaire in the following format

S. No.	Date	Name	Gender	Age	Scan ID

The supervisor will keep a record of all the discarded Scan IDs and suits in the following format

No.	S.	Date	Name	Gender	Age	Scan ID	Scan Size	Suit

Or any other record which will be advised by NIFT.

2.2.5.3. Disbursal of Scanning incentives

FSA may be required to disburse the scanning incentive if required by NIFT. The disbursed amount is likely to be @ Rs. 250 - 500/- per scan undertaken to the *Maximum of 6000 scan per region and limited to total of 30,000 scans*. FSA will be reimbursed in full after completion of data collection in a geographical region.

2.2.5.4. Other Consideration of FSA

Apart from the activities listed in clause 2.2 FSA shall also be responsible for following

- a) FSA shall undertake all activities required to be abide by COVID-19 Ruling.
- b) FSA shall be responsible for printing the required number of survey manuals and survey instruments for the main survey.
- c) FSA is required to print sufficient number of copies of survey schedules, survey SoPs, consent form, information sheet for training and field practice. Each investigator must be provided a copy of Interviewer's SoP and each supervisor must additionally receive a Supervisor's SoP.
- d) NIFT Project Centre Coordinator will be a faculty from regional NIFT appointed by NIFT Head Office for each State and will be trained and stationed in the State to monitor and supervise the fieldwork operations of the project. FSA supervisor shall report to him.
- e) FSA shall undertake cleaning of entire space on daily basis and maintain cleanliness throughout the day including removal and disposal of garbage bags in dustbins.
- f) The agency shall ensure presence of sufficient number of technical manpower (decorators, electrical, civil) available on call throughout the event for attending to any complaints/contingencies.
- g) FSA to take public liability cover for all potential accidents, mishaps, injuries and incidents that occur in the INDIAsize booth during scanning and allied activities for all participants of INDIAsize study in all regions and all locations.
- h) FSA to provide minimum band width 5mbps for both upload speed and download speed and minimum approved limit of 20 GB data to be uploaded every day.
- i) Arrangements shall be made by FSA for transfer of the data from the field sites to NIFT server.
- j) FSA shall be required to ensure that any activity like filling of questionnaire, body scan etc. is done only after obtaining the informed consent of the respective respondent. FSA to make sure that a copy of consent form is handed over to the participant. FSA shall also ensure that investigators keep all the information strictly confidential.
- k) FSA shall be solely responsible of identifying correct scan number on the socio demographic survey for flawless integration of said data with scan data.

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- l) Standby vehicles for urgent requirement of items to be procured for the booth, as and when needed, to be included and may be available with FSA to avoid the downtime of execution, if necessary.
 - m) The FSA shall obtain adequate insurance cover for the equipment, booth and associated infrastructure, including Civil Responsibility Insurance and other insurance for compliance with rules and regulations of the venue authorities.
 - n) FSA shall be responsible for all kind of safety of the 3D scanners once the scanners are installed in the booth till it is dismantled and loaded for the next installation. FSA to obtain necessary insurances related to scanner safety and take necessary measures in this regard.
 - o) Overall responsibility of handling the respondents with respect, care and safety is vested with the FSA. Necessary arrangements for agile and timely assistance as and when required should be made by FSA. The agency shall make necessary arrangements for Ambulance or paramedical personnel, etc during the full duration of the event.
 - p) The agency shall have to settle all bills of the venue authority and other vendors, if any, before vacating the venue; in case these services are availed of other than the one provided by NIFT or NIFT sponsors.
 - q) FSA to make provision for water dispensers and disposable glasses/ bottles for the participants on the booth.
 - r) FSA shall be responsible for all activities relating to booth management and data collection which is specified by NIFT Core team. FSA is mandatorily required to adhere to the given timelines while meeting the sampling framework. In case of non-adherence to time frame penalty will be levied on the FSA.
 - s) FSA shall require to extend full cooperation to the monitoring personnel from the NIFT HO/NIFT Campuses or third party appointed by NIFT for this purpose.
 - t) A set of field and data quality check tables shall be produced frequently by NIFT to assess quality of data collected by the FSA in real time. FSAs are required to comply with the feedback and reorient the investigators if needed.
 - u) FSA is strictly advised to refrain from extending any undue favours to any staff of NIFT or other monitoring staff. NIFT reserves the right to take appropriate action if any such incidents are brought to the notice of NIFT. Any direct or indirect interference that hinders the monitoring and supervision work can amount to termination of the contract along with suitable penalty. NIFT may blacklist the agency if it is found to be involved in any such malpractices.
 - v) FSA shall maintain proper records of scanning incentive and scan suits given to the participants.
 - w) FSAs must sign a separate undertaking (Annexure V) with NIFT before receiving the required number of IT equipment's, measurement instruments and other equipment's.
 - x) The cost related to transporting any materials from NIFT to FSA or back after completion of the survey must be borne by FSA.
 - y) NIFT will be providing instructions/suggestions from time to time to maintain the quality of data. These instructions must be strictly followed by FSA for the smooth conduct of the survey.

- z) NIFT reserves the right to terminate the contract or to take appropriate action against FSA if it is found not adhering to the survey protocols or roles and responsibilities as specified at any stage of the execution of the INDIAsize project.

3. PART III- GUIDELINES FOR SUBMITTING THE BID

3.1. Information on Bid

1. The Bid document in English may be downloaded free of cost from CPP Portal <https://niftbids.eproc.in> and NIFT website www.nift.ac.in, from **08.10.2020 (Thursday)** at 1800 Hours (IST).
2. A Pre-bid meeting to explain the exact scope of the work and to resolve queries of the participating agencies will be organized by NIFT on **20.10.2020 (Tuesday)** at 1100 Hours (IST) Online or in the Boardroom of NIFT HO, HauzKhas, New Delhi.
3. Interested agencies will be required to register online as indicated in Clause 3.3 Process of Online Registration.
4. The Bids (both Technical and Price bid), have to be submitted through online only. The responsibility to ensure this lies with the Bidder.
5. The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents. Failure to furnish all information required by the tender or submission of a bid not substantially responsive to the tender [in every respect] will be at the Bidder's risk and may result in rejection of bid.
6. Last Date and Time for submitting the Bids: on **03.11.2020 (Tuesday)** at 1500 Hours (IST).
7. Bidder will be making presentation of the proposal on **23.11.2020 (Monday)** at 1000 Hours (IST).

3.2. Preparation of the Bid

1. After downloading the bid document, the Bidder should go through it carefully to understand the documents required to be submitted as part of the bid.
2. Bidder shall take into account any corrigendum published on the bid document before submitting their bids.
3. It is construed that the bidder has read all the terms and conditions before submitting their offer.
4. Bidder must sign the undertaking attached in Annexure VI regarding the Tender Acceptance Letter.
5. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the bid document and generally, they can be in PDF / XLS / RAR / DWF/JPG formats.
6. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

3.3. Process of Online Registration

1. Applications to this tenders shall be accepted only through the online mode through <https://niftbids.eproc.in>.
2. No other mode of application shall be considered.
3. For applying online, the firm shall get itself registered at <https://niftbids.eproc.in> by paying online.
4. As part of the enrolment process, the bidders shall be required to mention his Company name, address, choose a unique username and assign a password for their accounts.
5. Bidders are advised to register their valid FSA email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
6. Registration Charges of Rs. 2000/- + 360/- (18%GST) = Rs. 2,360/- (Two Thousand Three Hundred Sixty only – Non-refundable, are to be borne by Bidder) to be made through NEFT. This registration has validity of one year.
7. Bid Processing Fee charges of Rs. 5000 + 900 (18%GST) = Rs. 5,900 (Five thousand and nine hundred only, non-refundable) to be made through NEFT.
8. Bidders need to send the scanned copies of UTR number to anjal.garg@c1india.com and sandeep.bhandari@c1india.com mentioning their Company name, address and User ID for approval of Registration and Bid ID and Bid Title for Approval of Bid Processing fees.
9. Upon enrolment, the bidders shall be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
10. A bidder shall register only one valid DSC. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others, which may lead to misuse.
11. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.
12. The basic requirements for registration and applying for bid online are as under:
 - Operating System should be Windows 7 and above.
 - Java version: Java 7 update 51.
 - Internet Explorer 8 and above or Mozilla Firefox.
 - All java add-ons must be enabled in the system.
 - Use Class III B Digital Signature Certificates (DSC) having Signing and Encryption both.

3.4. Online Submission of Bid

1. The interested bidders are required to apply online and submit soft copies of their bids along with scanned copies of all the relevant documents in support of their technical & price bids electronically, all duly signed, using valid Digital Signature Certificates,

on <https://niftbids.eproc.in> from **08.10.2020 (Thursday)** at 1800 Hours (IST) up to **03.11.2020 (Tuesday)** at 1500 Hours (IST).

2. Bid document would also be available for viewing on the “bids” link of the NIFT website i.e. <https://niftbids.eproc.in>; <http://www.nift.ac.in>.
3. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder shall be responsible for any delay due to other issues.
4. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the bid document.
5. Bidder shall prepare the EMD as per the instructions specified in the tender in Clause 4.2 on EMD. The original shall be posted/couriered/given in person to the concerned official, latest by before bid opening date/time as mentioned in date sheet or as specified in the tender. The details of the DD/any other accepted instrument, physically sent, shall tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid shall be rejected.
6. The bidder is advised to attach any additional information that is considered necessary to establish its capabilities.
7. No further information shall be entertained after submission of Bid application unless it is required by NIFT. However, NIFT reserves the right to call for clarification on information and documents submitted by the bidders.
8. The server time shall be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders shall follow this time during bid submission.
9. Online price bid shall be filled only as per Annexure - IV.
10. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.
11. Proposals received after the due date and time specified shall be automatically rejected.
12. Any further clarifications can be sought from the service provider for online submission of the bid on e-portal i.e. Mr Sandeep Bhandari Mobile No. +91 8826814007, alternate number +124 4302033/ 36/ 37.
13. This tender is being issued with no financial commitment and the NIFT reserves the right to change or vary any part thereof or foreclose the procurement case at any stage. The NIFT also reserves the right to disqualify any vendor, should it be necessary, at any stage on grounds of National Security.
14. In case of any query you may contact The Purchase Officer, National Institute of Fashion Technology, NIFT Campus, Near Gulmohar Park, HauzKhas, New Delhi-110016, Mobile No. +91 9810136563 Phone No. +91 11 26542017/2176, email-purchase.ho@nift.ac.in for grievance related to bidding condition, bidding process, rejection of bid and/or any other clarifications. With regards to bidding condition, this shall be done in writing at least 10 days in advance of the stipulated date of submission of bid.

4. PART IV -PAYMENT TERMS

4.1. Payment Schedule

Payment will be released after completion of the data collection in each region. The payment schedule for FSA in INDIAsize Project is provided in the tables given below, respective to the responsibility.

Payment will be released to FSAAs per following schedule for SET 1 (without venue) or SET 2 (with venue) activities whichever is deemed considered by NIFT.

SET1(without venue)

S. No.	Conditions for Disbursement of Instalments	% of the Amount to be released
S. No. 1 Advance Payment		
1	Booth- Preparation, setting up, shifting, security and management of the booth Subject to the submission of itemized bill.	<ul style="list-style-type: none"> • 30% of the amount approved for the Booth -Construction setting and transfer will be released as advance on receipt of the following <ol style="list-style-type: none"> 1. Receipt of signed agreement. 2. Physical receipt of the Performance Bank Guarantee at NIFT and verification. • 30% after completion of first 3 locations • Remaining 40% will be released after submission Final Completion Report and safe return of all the equipment's issued
S. No. 2 Payment Schedules		
2A	Manpower recruitment and compensation Bills to be raised for Remuneration of manpower (as per clause 2.2.3) for all 3 scanners after completion of data collection. Subject to the submission of Salary statement and statutory payment made for all the recruited staff.	Payment will be made on Pro-rata basis for each region. Bidder will submit the part bills for this item after completion of the specified task in the said region or the time allocated to that region as per clause 1.6.2 whichever is later. However, the payment will be restricted to 80% of the total amount due of that region.
2B	Promotion and crowd mobilization to meet sampling framework. Bill to be raised for promotion activity undertaken Subject to the submission of itemized bill.	Remaining 20% of each region will be released after submission of the Final Completion Report and safe return of all the equipment's issued.
S. No. 3 Reimbursement (If specified by NIFT)		
3	Scanning Incentive	FSA may be required to disburse the scanning incentive if required by NIFT. The disbursed amount is likely to be @ Rs. 250 - 500/- per scan undertaken to the <i>Maximum of 6000 scan per region and limited to total of 30,000 scans</i> . FSA will be reimbursed in full after completion of data collection in a geographical region. Proof of distribution of Incentive to be submitted along with the claim.

SET 2 (with venue)

S. No.	Conditions for Disbursement of Instalments	% of the Amount to be released
S. No. 1 Advance Payment		
1	<p>Booth- Preparation, setting up, shifting, security and management of the booth.</p> <p>Subject to the submission of itemized bill.</p>	<ul style="list-style-type: none"> • 30% of the amount approved for the Booth - Construction setting and transfer will be released as advance on receipt of the following <ol style="list-style-type: none"> 1. Receipt of signed agreement. 2. Physical receipt of the Performance Bank Guarantee at NIFT and verification. • 30% after completion of first 3 locations • Remaining 40% will be released after submission Final Completion Report and safe return of all the equipment's issued
S. No. 2 Payment Schedules		
2A	<p>Manpower recruitment and compensation</p> <p>Bills to be raised for Remuneration of manpower (as per clause 2.2.3) for all 3 scanners after completion of data collection. Subject to the submission of Salary statement and statutory payment made for all the recruited staff.</p>	<p>Payment will be made on Pro-rata basis for each region. Bidder will submit the part bills for this item after completion of the specified task in the said region or the time allocated to that region as per clause 1.6.2 whichever is later. However, the payment will be restricted to 80% of the total amount due of that region.</p> <p>Remaining 20% of each region will be released after submission of the Final Completion Report and safe return of all the equipment's issued.</p>
2B	<p>Promotion and crowd mobilization to meet sampling framework. Bill to be raised for promotion activity undertaken Subject to the submission of itemized bill.</p>	
2C	<p>Hiring of venue</p> <p>Bill to be raised for hiring of 4 Venue for 2 scanners per region except Shillong where only 1 venue is required (Scanner 1 will be placed NIFT at all times in all regions)</p>	
S. No. 3 Reimbursement (If specified by NIFT)		
3	<p>Scanning Incentive</p>	<p>FSA may be required to disburse the scanning incentive if required by NIFT. The disbursed amount is likely to be @ Rs. 250 - 500/- per scan undertaken to the <i>Maximum of 6000 scan per region and limited to total of 30,000 scans</i>. FSA will be reimbursed in full after completion of data collection in a geographical region.</p> <p>Proof of distribution of Incentive to be submitted along with the claim.</p>

4.2. Earnest Money Deposit

The bidders shall furnish an Earnest Money Deposit (EMD) of Rs. 21,00,000/- (Rupees Twenty one lakhs) by means of Demand Draft drawn on any Nationalized Bank / Scheduled Bank payable in favour of the National Institute of Fashion Technology payable at New Delhi. EMD can also be submitted in form of Bank Guarantee with validity for 180 days. Scanned copy of EMD should be submitted along with the technical bids online and original form of EMD should reach NIFT by the day of opening of bid at NIFT, HauzKhas, New Delhi. Cheque, Cash payment, Money Order, Fixed deposit etc. will not be accepted as EMD. The Bid received without the Earnest Money Deposit shall be summarily rejected by the Accepting Authority as non-responsive.

The Earnest Money Deposit will be refunded after the completion of the selection process as per the GFR 170. The amount remitted towards Earnest Money Deposit is liable to be forfeited in case the bidder retracts its offer after submission of the bid or after the acceptance of the offer by NIFT or fails to sign the contract or to remit the Security Deposit. No interest shall be payable by the NIFT on the Earnest Money Deposited/remitted.

Successful bidder's EMD will be returned after submission of Performance Bank Guarantee and the bidder's acceptance of the Letter of Intent (LOI). NIFT will discharge EMD to each unsuccessful Bidder after completion of tendering process.

Note: Exemption to SSI, MSME, etc as per Government rules.

A proof regarding current registration will have to be attached along with the bid.

4.3. Performance Bank Guarantee (PBG)

Selected bidders shall have to deposit 10% of the contract value (including all taxes) as Performance Bank Guarantee (PBG) at the time of signing the contract. The selected bidder shall at his own expense deposit the PBG with NIFT, within fourteen (14) working days of the date of issuing notice of award of the contract or prior to signing of the contract whichever is earlier. An unconditional and irrevocable Performance Bank Guarantee from a Nationalized/ Scheduled bank acceptable to NIFT, payable on demand, for the due performance and fulfilment of the contract by the bidder would be considered. This PBG should be valid for 3 years or completion of the project whichever is later. All incidental charges whatsoever, such as premium, commission, etc., with respect to the PBG shall be borne by the bidder/FSA. The performance bank guarantee may be discharged/returned by NIFT upon being satisfied that there has been due performance of the obligations of the bidder under the contract. However, no interest shall be payable on the Performance Bank Guarantee. In case of delay on completion of project the successful bidder shall have to extend the period of bank guarantee till the completion of project. Performance bank guarantee will be returned to the FSA within 60 days of submitting the work completion certificate and verification by the NIFT team.

5. PART V - GENERAL TERMS AND CONDITIONS

5.1. Language of Bid

The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the NIFT shall be written in the English language.

5.2. Clarification of Bidding Documents

A prospective Bidder requiring any clarification of the Tender Documents shall notify NIFT in writing by e-mail: purchase.ho@nift.ac.in two days prior to the Pre-bid meeting on 20.10.2020. Written copies of the NIFT's response (including an explanation of the query but without identifying the source of inquiry) will be notified on the NIFT website. No change in the prices or substance of the Bid shall be sought, offered, or permitted. No clarification shall be issued after opening of the bid.

5.3. Amendment of Bidding Documents

NIFT may amend the Bid Conditions up to 05 days prior to the time fixed for last date of the Bid submission. Amendment to the bid, in response to clarifications sought by prospective Bidder's, is solely at the discretion of NIFT. Such amendments will be notified on e-procurement CPP portal and NIFT's website. NIFT, at its discretion, may or may not extend the due date and time for the submission of bids on account of amendments. Extension of time, if any, will be notified on e-procurement CPP portal and NIFT's website. All the Bidders are advised to periodically browse NIFT website <http://www.nift.ac.in> and e-procurement CPP Portal (URL: <https://eprocure.gov.in/eprocure/>) for any amendments or corrigenda issued in connection with this Bid. NIFT will not be responsible for any misinterpretation of the provisions of this bid document on account of the Bidder's' failure to update the bid documents based on changes announced through the website.

5.4. Modification/ Substitution/ Withdrawal of Bids

A bidder may modify or withdraw his Bid online on the portal till the date of submission of the bid. No bid shall be modified after submission of the bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the specified period of bid validity.

5.5. Pre-Bid Meeting

A Pre-Bid meeting to explain the exact scope of the work and to resolve queries of the participating agencies will be organized by NIFT on **20.10.2020 (Tuesday)** at 1100 Hours (IST) online or in the Boardroom of NIFT HO, Hauz Khas, New Delhi.

5.5. Technical Bid Opening

NIFT will open all the Bids received, in the presence of the Bidders or their representatives who choose to attend the bid opening at 1600 Hours (IST) on **03.11.2020 (Tuesday)** at National Institute of Fashion Technology (NIFT), HauzKhas, New Delhi, India.

1. In the event of the specified date of the opening being declared a holiday by the Employer, the Bids will be opened at the appointed time and location on the next working day.
2. NIFT reserves the right to postpone or cancel a scheduled bid opening at any time prior to its opening. Information of the same will be displayed at NIFT website.
3. Opening of bids will be done through online submission process.
4. The bidder's representatives, who are present, shall sign in an attendance.
5. NIFT shall subsequently examine and evaluate the bids in accordance with the provision set out in the bid document.
6. The bids will be evaluated for qualifying criteria as mentioned in Clause 6.3. NIFT shall not be responsible for any postal delay in receipt of all documents and EMD. In case of non-receipt of these documents within the aforesaid period, the bid shall be treated as non-responsive
7. The bids which qualify will be notified through email and on NIFT website on or before **17.11.2020**.
8. The qualified bidders need to present their plan of action as per the tender document as per Clause 6.5. Date of presentation of the qualified bidders will be on **23.11.2020 (Monday)** starting at 1000 Hours.
9. It shall be the bidder's responsibility to check the status of their Bid on-line regularly after the opening of bid till award of work.
10. The online price bid will be opened on the date which will be communicated to only those bidders who are found to be technically qualified after evaluation of technical bids.

5.6. Place of Opening of Bid

Bid will be opened online or at Board Room, National Institute of Fashion Technology, Head Office, HauzKhas, New Delhi-16. The Bidders may depute their representatives, duly authorized in writing to attend the opening of Bids on the due date and time. This event will not be postponed due to non-presence of representative of any bidder.

5.7. Time and Date for Opening of Technical Bids

Opening of Technical Bid date and time: **03.11.2020 (Tuesday)** at 1600 Hours (IST)

Date of Presentation of the qualified bidders will be on **23.11.2020 (Monday)** starting at 1000 Hours (IST)

If due to any exigency, the due date for opening of the bids is declared a closed holiday, the bids will be opened on the next working day at the same time or on any other day/time, as intimated by NIFT.

5.8. Opening of Price Bid

The online price bid shall be communicated to only those bidders who are found to be technically qualified after evaluation of technical bids.

5.8. Period of Validity of Bids

Bids shall remain valid for the period of 180 days after the date of technical bid opening prescribed by NIFT. A bid valid for a shorter period shall be rejected by NIFT as non-responsive.

5.9. Nonconformities, Errors and Omissions

Once technical bid is opened, no correspondence shall be entertained.

5.10. Contacting the NIFT

Any bidder wishes to contact NIFT on any matter related to the bid during the interval of technical bid opening to the time of award of contract award, it should do so only in writing.

5.11. Rejection of Bid

- a) Effective competition is lacking.
- b) All bids are not substantially responsive to the requirement of the tender condition.
- c) Bid price are substantially higher than that of the estimated cost/ available budget.
- d) None of the technical proposals meets the minimum technical qualifying score.
- e) Canvassing by the bidder in any form including unsolicited letter and post-bid correction may invoke summarily rejection with forfeiture of EMD.
- f) Conditional bids shall be rejected.
- g) Submission of price bid along with the technical bid.

5.12. Right to Accept Any Bid and to Reject Any or All Bids

The tendering authority reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract, without assigning any reasons whatsoever and without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders on grounds of such action.

5.13. Bids of Debarred/ Blacklisted Firms

Bids of debarred / blacklisted firms will not be considered for evaluation.

5.14. Issue of Letter of Intent (Lol)

Issue of Lol shall constitute the intention of tendering authority to enter into the contract with the bidder. The bidder shall within 07 days of issue of Lol give his unconditionally acceptance to the terms and conditions of the tender in writing along with performance security in form of bank guarantee for an amount of 10% of contract value for a period of 3 years or completion of the project whichever is earlier.

5.15. Contract Amendments

No variation in or modification of the terms of the Contract shall be made.

5.16. Penalty for Use of Undue Influence

The bidder undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of NIFT or otherwise in procuring the Contract or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the Contract or any other contract with the Government of India for showing or forbearing to show favour or disfavour to any person in relation to the Contract or any other contract with the Government of India. Any breach of the aforesaid undertaking by the Bidder or anyone employed by him or acting on his behalf (whether with or without the knowledge of the Bidder) or the commission of any offence by the Bidder or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle NIFT to cancel the contract and all or any other contracts with the Bidder and recover from the Bidder the amount of any loss arising from such cancellation. A decision of the NIFT or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Bidder. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Bidder towards any officer/

employee of the NIFT or to any other person in a position to influence any officer/ employee of the NIFT for showing any favour in relation to this or any other contract, shall render the Bidder to such liability/ penalty as NIFT may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by NIFT.

5.17. Access to Books of Accounts

In case it is found to the satisfaction of the NIFT that the Bidder has engaged an Agent or paid commission or influenced any person to obtain the contract as described in clause relating to Penalty for Use of Undue Influence (Clause 5.16), the Bidder, on a specific request of the NIFT, shall provide necessary information/ inspection of the relevant financial documents/information/Books of Accounts.

5.18. Non-disclosure of Contract Documents

Except with the written consent of the NIFT/ Bidder, no other party shall disclose the Contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.

5.19. Withholding of Payment

In the event of the FSA's failure

- a. To return the equipment's detailed in Annexure V
- b. Building of the booth as per the specification
- c. Promotion & crowd mobilization for meeting of sampling frame work
- d. Recruitment of appropriate manpower, as specified in the Contract

NIFT will have the discretion to withhold/ deduct/ adjust from the payment due to the bidder.

5.20. Transfer and Sub-letting

The FSA has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contractor or any part thereof.

5.21. Liquidated Damages

The selected agency must ensure compliance with the given schedule and sampling framework, failing which payment will be made to the agency after deducting the amount of penalty imposed due to delay. The assessment will be made after each geographical region.

Sampling Framework (Region, Age and Sex) as defined by NIFT have to be preferably completed in each geographical region, with permitted range of missing the target not more than 300 in a Geographic region further defined as being not more than 150 male and 150 female with 40 male and female, where sample size (in a cell) ≥ 200 , 20 male and female, where sample size (in a cell) between 100 and 199, and 05 male and female where sample size (in a cell) < 100 .

FSA is mandatorily required to adhere to the given time while meeting the sampling framework. In case of non-adherence to time frame penalty will be levied on the FSA.

2 weeks grace will be extended to the FSA in the total contract period but beyond that the successful bidder is required to pay 0.05% per week of the value of the contract up to the period of 4 weeks and subsequently 0.1% per week up to next 4 weeks.

Beyond that the work will be re-assigned at the cost of the successful bidder.

In case of downtime because of the fault of scanner / equipment failure, downtime will not be accounted for in the timeframe of data collection in a geographical region.

5.22. Termination for Default

NIFT, without prejudice to any other remedy for breach of contract, by written notice of default sent to the FSA, may terminate this Contract in whole or part,

- a) If the bidder does not complete the work within the time frame as specified in the tender or any extension thereof granted by the NIFT, after examination of progress fortnightly and on completion of a geographical region
- b) If the bidder fails to perform any obligation/s under the contract and
- c) If the bidder in either of the above circumstances, doesn't remedy its failure within period of 15 days (or such longer period as the NIFT may authorise in writing) after receipt of the default notice from the NIFT.

Beyond that the work will be reassigned at the cost and risk of the successful bidder.

5.23. Termination for Insolvency

NIFT may at any time terminate the Contract by giving written notice to the FSA if the FSA becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the FSA, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the NIFT.

5.24. Force Majeure

Force Majeure shall mean any cause which is beyond the control of a Party or Parties or the Party invoking force majeure, including but not limited to the following: any law, decree, regulation, order, or request of any governmental authority, nationalization, expropriation, confiscation, requisition, riot, war, hostilities, public disturbance, act of the public enemy, strike, lock out, or other labor dispute, fire, flood, earthquake, storm, explosion, or Act of God.

If either Party is prevented from or delayed in carrying out any provision of this Agreement by reason of Force Majeure the Party whose performance is so prevented or delayed, upon prompt written notice thereof to the other Party, shall be excused from such performance to the extent and during the period of such prevention or delay.

This clause shall not be available to a Party if such Party fails to use reasonable diligence to remedy by the applicable situation described in above clause hereof with reasonable dispatch or if such applicable situation is caused by such Party.

The party for which it becomes impossible to meet obligations under the Contract due to Force Majeure conditions, is to notify in written form to the other party of the beginning and cessation of the above circumstances immediately, but in any case no later than 10 (Ten) days from their commencement.

Certificate of a Chamber of Commerce (Commerce and Industry) or other competent authority shall be considered as sufficient proof of commencement and cessation of the above circumstances.

If the impossibility of complete or partial performance of an obligation lasts for more than 3 (three) months, either party hereto reserves the right to terminate the Contract totally or partially upon giving prior written notice of 30 (thirty) days to the other party of the intention to terminate without any liability other than reimbursement on the terms provided in the contract.

After the 3 months, the expenditure of Manpower & Venue will be shared in the ratio of 50% each by NIFT and FSA as a special condition because of the exigency caused due to lockdown.

Force Majeure will be applicable throughout the contract period.

5.25. Settlement of Disputes through Arbitration

All disputes or differences arising out of or in connection with the Contract shall be settled through mutual consent between the parties. Any dispute, disagreement or

question arising out of or relating to the Contract or relating to product or performance, which cannot be settled amicably, shall be resolved by arbitration as follows-

1. The case of arbitration may be referred to Director General of NIFT or a person appointed by him/her who will be the sole arbitrator and the arbitration proceeding shall be in accordance with the prevailing Arbitration and Conciliation Act, 1996 and Laws of India as amended or enacted from time to time being in force shall be deemed to apply to the arbitration proceeding under this clause.
2. The venue of the arbitration shall be New Delhi, India & the language of arbitration shall be English. The fee & other charges of Arbitrator shall be determined by the arbitrator in terms of the Act and shall be shared equally between the parties.
3. The arbitrator shall have powers to award only such remedy as is contemplated by this Agreement, including as appropriate, injunctive relief.
4. The parties shall not be entitled to any pendente lite interest during arbitration proceedings.

5.26. Court Jurisdiction

Any dispute arising out to tender/ bid document / evaluation of bids / issue of Lol shall be subject to the jurisdiction of competent court at New Delhi only.

5.27. Notices

Any notices given by one party to the other pursuant to this Contract shall be sent to the other party through email and written notice. A notice shall be effective when delivered or on the notice's effective date, whichever is later.

5.28. Taxes and Duties

FSA shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed during the execution of the project.

5.29. Relaxations for Start Up

As per the Govt. of India policy circular No. 1(2)/2016/MA dated 10th March 2016, provides relaxation to Start Ups in public procurement on prior experience & turn over criteria subject to meeting quality and technical specifications.

6. PART VI - ELIGIBILITY CRITERIA FOR BID EVALUATION

The eligibility criteria for the Field Support Agency to qualify for the Bid evaluation have been provided below.

6.1. Bid System & Evaluation

The selection of Field Support Agencies will be based on Quality-Cum-Cost-Based–System (QCBS).

6.2. The Bid Evaluation Process

The bid evaluation process has two stages

This stage consists of evaluation of

Stage 1

1. Pre-Qualification Eligibility – Clause 6.3 & 6.4
2. Technical Bid - Clause 6.5 & 6.6

Stage 2

3. Price Bid - Clause 6.7 & 6.8

Technical and Price Bid to be uploaded separately only in the e-portal.

6.3. Pre-Qualification Eligibility Criteria for Selection

The Bidder's shall meet the following Eligibility Criteria for quoting the bid and the proof for the Eligibility should be provided.

Documents required for Eligibility Criteria:

NO.	ELIGIBILITY CRITERIA	DOCUMENTS REQUIRED TO SUBSTANTIATE THE SAME	Tick
A	Proof of Registration The bidder should be an exclusively registered Event Management Agency /Company Or company worked in the similar field of anthropometry and sizing	a. Registration certificate of the firm/ Partnership deed/ Certificate of incorporation etc. as applicable b. Article of Association & Memorandum of Association (If	

	(Pvt. Ltd. Company/ Public Ltd./ Partnership firm/ LLP/ Proprietorship firm) for not less than 3 years on the date of opening of the Technical Bid.	applicable)	
B	Taxpayer Information The bidder firm should have been in existence and should have been registered with the Tax Department.	a. Income Tax Registration (PAN No/ TAN No.) b. GSTIN Registration	
C	Turnover Certification & Income Tax Return The Bidder's average annual gross turnover should not be less than Rs1.6 Crores during the last 3 financial years.	a. Copy of audited balance sheet and profit & loss account must also be attached for the F.Y. 2016-17, 2017-18, 2018-2019. b. Income tax return along with income computation sheet for last 3 years (A.Y. 2017-18, 2018-19, 2019-2020)	
D	Bidders Experience Certificate The bidder should have successfully executed at least 6 projects of minimum value 15 Lacs or greater and at least 1 project among them having value greater than or equal to 35 Lacs in last three financial years on turnkey basis of similar nature involving handling crowd of people, dealing with of masses, large level surveys involving human subjects, across country events of any kind involving human subjects etc.	A List of organizations where the supplier has worked covered in bid (F.Y. 2017-18, 2018-2019, 2019-2020). And Copy of workorder / purchase order / completion certificate has to be provided Bidders experience to be mandatorily to be provided in the Table 1 given in Annexure III	
E	Earnest Money Deposit	Earnest Money Deposit of Rs. 21 lacs in the form of Demand Draft/ Bank Guarantee Annexure – II. (Not exempted in any case except those bidders exempted from EMD, submit the certificate issued by the concerned department i.e. NSIC).	

F	Reference check	Provide details of 3 clients for whom project was completed successfully for reference check. One of which is from whom 35 Lacs worth of project that was undertaken	
G	3 CVs each of Supervisor	Bidder will be required to provide CVs of the people they plan to deploy for the project preferably under their employment. Minimum experience of 2 years is required. Bidder will be at liberty to replace the person with one having similar profile on approval of NIFT.	
H	Tender Acceptance Letter	To be given on company's letterhead. Annexure VI duly signed by authorized signatory.	
I	Price Bid Ref Clause 6.7& 6.8	To be filled Online in the specified format as per Annexure IV. Not to be attached with pre eligibility documents.	
All documents to be submitted should be self-attested by the bidder.			

6.4. Pre-Qualification Eligibility Evaluation

1. Bidders fulfilling the pre-qualification criteria shall be shortlisted.
2. NIFT will examine the Bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed & stamped and whether the bids are generally in order.
3. The bids will be scrutinized to determine whether they are complete and meet the essential and important requirements, conditions etc. as prescribed in the bid document. The bids, which do not meet the basic requirements, are liable to be treated as non – responsive and will be rejected.
4. The following are some of the important aspects, for which a bid shall be declared non – responsive during the evaluation and will be rejected:
 - a) EMD not deposited
 - b) Tender Acceptance Letter (Annexure VI) is not signed
 - c) Bid validity is shorter than the required period
 - d) Poor/ unsatisfactory past performance
 - e) FSA is not eligible as per eligibility criteria
 - f) Incomplete information
 - g) Lack of required documents
 - h) Submission of wrong papers

5. The Bid Evaluation Committee will scrutinizing the pre-qualifying eligibility documents and will submit their report after signing of all the members to the Competent Authority.

6.5. Technical Bid Evaluation

1. The bidders who clear the prequalification norms shall be considered for technical evaluation.
2. Bidder has to prepare a detailed operational Plan for execution of the project. The qualified Bidder will also be given opportunity to present the proposal indicating their plan of execution to NIFT committee through an AV presentation for duration of 30 minutes.

Technical bids will be evaluated by Bid Evaluation Committee constituted for the purpose. An evaluation criterion is enclosed for ready reference Clause 6.3. The committee will record in detail the criteria adopted for acceptance or rejection of the technical proposals.

The bid committee will evaluate the price bids of only those bidders who qualify by securing 50 marks in the Technical evaluation by the Committee. Price proposal will be evaluated for completeness, justification for each item, appropriateness, rational and other criteria as considered by the evaluating committee and enclosed for ready reference in clause 6.8.

3. Technical bid will be examined to determine the completeness of each document submitted
4. If any of these documents or information is missing, the offer shall be rejected
5. The technical evaluation will consist of profile of the bidder and proposal.
6. AV presentation of the proposal will be undertaken on **23.11.2020 (Monday)** at 1000Hours of qualified bidders and will be intimated to the bidder separately by purchase officer and on the CPP Portal and NIFT's website.
7. The rating sheet for evaluation and marks allocation of technical bid is in Clause 6.6
8. Bidders securing 50 marks or above will only be considered technically qualified.

6.6. Evaluation of Technical Bid (The Rating Sheet)

The bidder will be evaluated as per the following Rating Sheet	Criteria	Maximum Marks
Profile		80 Marks
Turnover The Bidder's average annual gross turnover during three financial years (F.Y. 2016-17, 2017-18, 2018-2019.)	Rs. 5.5 Crores and above - 16 marks	16
	Rs. 3.5 to less than 5.5 Crores- 12 marks	
	Rs. 1.6 to less than 3.5 Crores - 8 marks	

Experience with medium value projects* Number of successfully executed projects having minimum value of 15 Lacs or greater in last 3 years on turnkey basis of similar nature involving handling crowd of people, dealing with of masses, large level surveys involving human subjects, across country events of any kind involving human subjects etc.(F.Y. 2017-18, 2018-2019, 2019-2020)	10 Projects and above - 16 Marks	16
	8-9 Projects - 12 Marks	
	6-7 Projects - 8 Marks	
Experience with high value projects* Number of successfully executed projects having value equal to or more than 35lacs executed in at least 3 years on turnkey basis of similar nature involving handling crowd of people, dealing with of masses, large level surveys involving human subjects, across country events of any kind involving human subjects etc. (F.Y. 2017-18, 2018-2019, 2019-2020)	3 Project or more - 16 Marks	16
	2 Projects – 12 Marks	
	1 Project – 8 Marks	
Locations Experience of handling projects in the data collection locations of INDIAsize project (i.e. New Delhi, Mumbai, Chennai, Hyderabad, Kolkata & Shillong) captured in Annexure III	5-6 locations- 16 marks	16
	3-4 locations – 12 marks	
	1-2 locations – 8marks	
	No matching locations – 0marks	
Manpower Identified- Supervisors –three proposed supervisors with each having at least minimum experience of 2 years in relevant profile of undertaking supervisor work. Calculated as on the day of closing of the Bid.	More than 4 years – 16 marks	16
	3 years to less than 4 years - 12 marks	
	2 years to less than 3 years - 8 marks	
Proposal & AV Presentation – 20 marks		20
Detailed and granularity of the operating plan	4 marks	
Design of the booth	4 marks	
Innovative ideas for crowd mobilization	4 marks	
Innovative ideas for crowd engagement	4 marks	
Branding and promotion plan	4 marks	
Total Marks		100

*The listed projects in both the categories have to be mutually exclusive.

6.7. Price Bid

Price Bid Submission Online Form FSA has to essentially bid for both the Sets for the bid to be considered. Bidding only for one Set will disqualify the bidder.

SET 1 (without venue)

Heads	Total to be quoted inclusive of taxes/ duties/ other costs (in Rs)
1. Booth- Preparation, setting up, shifting, security and management of the booth	Consolidated Sum/Total to be Quoted for three large size booths. All expenses including preparation, setting up, shifting, security, insurance, consumables, post COVID-19 precautions, booth management etc., are to be quoted as part of Booth Setting up Cost only.
2A. Manpower recruitment & compensation Remuneration of manpower (as per clause 2.2.3.) for all 3 scanners	Consolidated Sum / Total to be quoted for hiring of manpower for all the 3 scanners for the entire duration of project
2B. Promotion and crowd mobilization to meet sampling framework	Consolidated Sum / Total to be quoted for undertaking promotion in all 6 geographical regions

Scanning incentive is a reimbursement of fixed amount and is not to be quoted for.

SET 2 (with venue)

Heads	Total to be quoted inclusive of taxes/ duties/ overheads/ other costs(in Rs)
1. Booth- Preparation, setting up, shifting, security and management of the booth	Consolidated sum/ Total to be Quoted for three Large size booths. All expenses including Preparation, setting up, shifting, security, insurance, consumables, post COVID-19 precautions, booth management etc., are to be quoted as part of Booth Setting up Cost only.
2A. Manpower recruitment & compensation Remuneration of manpower (as per clause 2.2.3) for all 3 scanners	Consolidated Sum / Total to be quoted for hiring of manpower for all the 3 scanners for the entire duration of project
2B. Promotion and crowd mobilization to meet sampling framework	Consolidated Sum / Total to be quoted for undertaking promotion in all 6 geographical regions
2C Hiring of venue 4 Venue for 2 scanners per region except Shillong where only 1 venue is required (Scanner 1 will be placed NIFT at all times in all regions)	Consolidated Sum / Total to be quoted for hiring of all the venues (other than NIFT) to set up large size booth.

Scanning incentive is a reimbursement of fixed amount and is not to be quoted for.
For release of payment refer to 4.1.

6.8. Price Bid Evaluation

1. The date and time of opening the price bid will be intimated to technically qualified bidders separately and on the CPP Portal and NIFT's website.
2. Likewise, following the evaluation of technical Bid, NIFT shall examine the Online Price Bid as per Annexure IV.
3. If any of the information is missing, the offer shall be rejected.

6.9. Final Combined Evaluation Process of the Bids

The Technical and Price Bid shall be evaluated separately. Tendering evaluation shall be done on marks scored by the Bidder on both Technical and Price Criteria. (As per GFR rules 192).

The weightage for Technical Bid is set at 70% whereas the weightage for Price Bid is set at 30%.

Technical Bid Evaluation Criteria - All qualified bids will be evaluated as per the score provided in clause 6.4 & 6.5.

Price Bid Evaluation Criteria - After the cost comparison and bringing all costs to a standard evaluation number the price proposal will be evaluated using QCBS. The lowest evaluated Price Proposal will be given the maximum price score of 100 points. The price scores of the other Price Proposals will be computed on relative scale.

Combined and Final Evaluation- Proposals will finally be ranked according to the total score (Technical Score + Price Score).

Formula for Determining the Price Scores

- 70% weightage will be awarded for Technical Evaluation and 30% weightage will be awarded for Financial Evaluation.
- Technical Bid will be assigned a Technical score (Ts) out of a maximum of 100 points, as per the Scoring Model provided in the previous section.
- The Price bid would be normalized on a scale of 100, with lowest score being normalized to 100 and the rest being awarded on a pro-rata basis. Such normalized scores would be considered for the purpose of QCBS based evaluation, explained in section below.

- **Final Evaluation Criteria Quality and Cost based selection (QCBS)**

The individual Bidder's Price bids are normalized as per the formula below:

$F_n = F_{min}/F_b * 100$ (rounded off to 2 decimal places) Where,

F_n = Normalized commercial score for the Bidder under consideration

F_b = Absolute financial quote for the Bidder under consideration

F_{min} = Minimum absolute financial quote

Composite Score (S) = $T_s * 0.7 + F_n * 0.3$

The Bidder with the highest Composite Score(s) would be awarded the contract.

ANNEXURE I - Pre-Qualification Eligibility Criteria

1. Name of the Agency	:
2. Name of the authorized person (Who signs on the bid document)	:
3. Address of the Agency	:
4. Phone No	:
5. Email- address	:
6. Mobile No.	:
7. Fax	:

Eligibility Criteria for Selection:-

NO.	ELIGIBILITY CRITERIA	DOCUMENTS REQUIRED TO SUBSTANTIATE THE SAME	Proof Required
A	Proof of Registration The bidder should be an exclusively registered Event Management Agency /Company Or company worked in the similar field of anthropometry and sizing (Pvt. Ltd. Company/ Public Ltd./ Partnership firm/ LLP/ Proprietorship firm) for not less than 3 years on the date of opening of the Technical Bid.	a. Registration certificate of the firm/ Partnership deed/ Certificate of incorporation etc. as applicable b. Article of Association & Memorandum of Association (If applicable)	Scanned copy of the document submitted online
B	Taxpayer Information The bidder firm should have been in existence and should have been registered with the Tax Department.	a. Income Tax Registration (PAN No/ TAN No.) b. GSTIN Registration	Scanned copy of the document submitted online
C	Turnover Certification & Income Tax Return The Bidder's average annual gross turnover should not be less than Rs1.6 Crores during the last 3 financial years.	a. Copy of audited balance sheet and profit & loss account must also be attached for the F.Y. 2016-17, 2017-18, 2018-2019. b. Income tax return along with income computation sheet for last 3 years (A.Y. 2017-18, 2018-19, 2019 -2020)	Scanned copy of the document submitted online

D	<p>Bidders Experience Certificate</p> <p>The bidder should have successfully executed at least 6 projects of minimum value 15 Lacs or greater and at least 1 project among them having value greater than or equal to 35 Lacs in last three financial years on turnkey basis of similar nature involving handling crowd of people, dealing with of masses, large level surveys involving human subjects, across country events of any kind involving human subjects etc.</p>	<p>A List of organizations where the supplier has worked covered in bid (F.Y. 2017-18, 2018-2019, 2019-2020). And Copy of workorder / purchase order / completion certificate has to be provided</p> <p>Bidders experience to be provided in the Table 1 given in Annexure III.</p>	<p>Scanned copy of the document submitted online Annexure III submitted online</p>
E	<p>Earnest Money Deposit</p>	<p>Earnest Money Deposit of Rs. 21 lacs in the form of Demand Draft/ Bank Guarantee. Annexure – II. (Not exempted in any case except those bidders exempted from EMD, submit the certificate issued by the concerned department i.e. NSIC).</p>	<p>Scanned copy of the document submitted online and original bank guarantee should reach by 03.11.2020 (Tuesday) at 10.30 Hours</p>
F	<p>Reference check</p>	<p>Provide details of 3 clients for whom project was completed successfully for reference check. One of which is from whom 35 Lacs worth of project that was undertaken</p>	<p>Contact Data of 3 clients submitted online</p>
G	<p>3 CVs each of Supervisor</p>	<p>Bidder will be required to provide CVs of the people they plan to deploy for the project preferably under their employment. Bidder will be at liberty to replace the person with one having similar profile on approval of NIFT.</p>	<p>3 CVs each of supervisor submitted online</p>
H	<p>Tender Acceptance Letter</p>	<p>To be given on company's letterhead. Annexure VI duly signed by authorized signatory.</p>	<p>Scanned copy of the document submitted online</p>

I	Price Bid Ref Clause 6.7& 6.8	To be filled Online in the specified format as per Annexure IV.	To be submitted online in separate attachment
All documents to be submitted should be self-attested by the bidder.			

ANNEXURE II-Details of Earnest Money Deposit

Details of Earnest Money Deposit (Bid No. 1351(26)/NIFT/Pur-HO/INDIAsize/FSA/2020)

S. No.	Title	Details
1	Name and Address of the Company	
EMD		
2	Details of Interest free Earnest Money Deposit (EMD). The demand draft of Earnest Money Deposit (EMD) has to be physical and encashable No.	Amount: TT/NEFT/RTGS Details/Demand Draft No.: Date: Bank Name:

Date:

SIGNATURE OF AUTHORISED REPRESENTATIVE

Place:

NAME

COMPANY SEAL

(Please attach Authorization letter for signatory)

ANNEXURE III-Bidders Experience Certificate

TABLE 1: BIDDERS EXPERIENCE

Number of successfully executed projects in 3 years on turnkey basis of similar nature involving handling crowd of people, dealing with masses, large level surveys involving human subjects, across country events of any kind involving human subjects etc. (F.Y. 2017-18, 2018-2019, 2019-2020).

Copy of workorder / purchase order / completion certificate has to be provided

Experience with medium value projects having value equal to or above 15 lakh and less than 35 lakh

Sl. No.	Full address of Client with names of contact persons, Fax & Phone No.	Project title	Purpose of project	Description of project - <i>emphasis on handling crowd of people, dealing with masses, large level surveys involving human subjects, across country events of any kind involving human subjects etc.</i>	Duration and year of execution	Location City where project was undertaken <i>Mention the project target cities clearly,, .i.e. New Delhi, Mumbai, Chennai, Hyderabad, Kolkata & Shillong</i>	Value of project	Number of subjects handled as part of project

Experience with high value projects having value equal to or more than 35 lakh

Copy of workorder / purchase order / completion certificate has to be provided

Sl. No.	Full address of Client with names of contact persons, Fax & Phone No.	Project title	Purpose of project	Description of project - <i>emphasis on handling crowd of people, dealing with masses, large level surveys involving human subjects, across country events of any kind involving human subjects etc.</i>	Duration and year of execution	Location City where project was undertaken <i>Mention the project target cities clearly, i.e., New Delhi, Mumbai, Chennai, Hyderabad, Kolkata & Shillong</i>	Value of project	Number of subjects handled as part of project

ANNEXURE IV-Price Bid

NIFT Head Office GSTIN. - 07AAATN2067J1ZI

FSA HAS TO ESSENTIALLY BID FOR BOTH THE SETS OF BID TO BE CONSIDERED.**SET 1 (without venue)**

Heads	Remark	Total to be quoted inclusive of taxes/ duties/ other costs (in Rs)
1. Booth- Preparation, setting up, shifting, security and management of the booth	Consolidated sum/ Total to be Quoted for three large size booths. All expenses including Preparation, setting up, shifting, security, insurance, consumables, post COVID-19 precautions, booth management etc., are to be quoted as part of Booth Setting up Cost only.	
2A. Manpower recruitment & compensation Remuneration of manpower (as per clause 2.2.3) for all 3 scanners	Consolidated Sum / Total to be quoted for hiring of manpower for all the 3 scanners for the entire duration of project	
2B. Promotion and crowd mobilization to meet sampling framework	Consolidated Sum / Total to be quoted for undertaking promotion in all 6 geographical regions	
Total Amount (1+2A+2B) (in figure)		
Total Amount (1+2A+2B) (in words)		

Scanning incentive is a reimbursement of fixed amount and is not to be quoted for.

In case of difference in quoted price in figures and words, price quoted in word will prevail.

SET2(with venue)

Heads	Remark	Total to be quoted
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		inclusive of taxes/ duties/ other costs (in Rs)
1. Booth- Preparation, setting up, shifting, security and management of the booth	Consolidated sum/ Total to be Quoted for three Large size booths. All expenses including Preparation, setting up, shifting, security, insurance, consumables, post COVID-19 precautions, booth management etc., are to be quoted as part of Booth Setting up Cost only.	
2A. Manpower recruitment & compensation Remuneration of manpower (as per clause 2.2.3) for all 3 scanners	Consolidated Sum / Total to be quoted for hiring of manpower for all the 3 scanners for the entire duration of project	
2B. Promotion and crowd mobilization to meet sampling framework	Consolidated Sum / Total to be quoted for undertaking promotion in all 6 geographical regions	
2C Hiring of venue 4 Venue for 2 scanners per region except Shillong where only 1 venue is required (Scanner 1 will be placed NIFT at all times in all regions)	Consolidated Sum / Total to be quoted for hiring of all the venues (other than NIFT) to set up large size booth.	
Total Amount (1+2A+2B+ 2C) (in figure)		
Total Amount (1+2A+2B + 2C) (in words)		

Scanning incentive is a reimbursement of fixed amount and is not to be quoted for.

In case of difference in quoted price in figures and words, price quoted in word will prevail.

ANNEXUREV-Undertaking for Receiving Equipments

(This is to be submitted ONLY by the successful Bidder, after award of tender)

Affidavit on stamp paper of requisite value to be given by Bidder

This UNDERTAKING is made on _____ day of _____, 2021 by _____, Field Support Agency, (hereinafter called FSA) having its office at _____ which expression shall, subject to the contract, include its successors business and permitted assignees.

OBJECTS OF THE UNDERTAKING

THAT

A) M/s. _____, has been awarded contract to conduct National Sizing Survey INDIAsize Project field work.

B) That the following items will be supplied to FSA for using during data collection for NIFT.

S. No.	Items	Quantity
A. Computer Related		
1	Tablets/ COMPUTERS	3
2	laptop	3
3	UPS stabilizers	3
4	External Drives	6
B. Equipment		
1	3D whole body scanner with changing rooms	3 scanner; 6 changing room
2	Weighing Scale	3
3	Anthropometric kit	3
4	Barcode printer and scanner	3
5	Thermal Scanner	3
C. Consumables		
1	Scanning Suit Sets	30,000 Scan suits in all

We undertake that we will bear the cost of transportation for returning all the items mentioned in the clause 2.2 to NIFT INDIAsize Project, Delhi.

C) However, if any of these items are damaged/lost/stolen during the project, we shall replace the said equipment.

D) Tentative Cost details of Computers and equipment's and Supplies:

S. No.	Tentative Items	Quantity	Per Cost (Rs.)	Unit (in)	Approx. Total (in Rs.)
A. Computer Related					
1	Tablets	3	20000		60,000
2	Laptops	3	35000		1,05,000
3	UPS stabilizers	3	10000		30000
4	External Drives- 5TB	3	25000		75,000
B. Equipment					
1	3D whole body scanner with changing rooms	3 set	25,00,000		75,00,000
2	Weighing Scale	3	5000		15,000
3	Anthropometric kit	3	300000		9,00,000
4	Barcode printer and scanner	3	10,000		30,000
5	Thermal Scanner	3	Add per unit cost- 6000		18, 000
Total Cost (A+B)					87,33,000
C. Consumables					
1	Scanning Suit Sets (Not returnable)	30000	1000		3,00,00,000

Note: In the event of non-return of issued equipment's (mentioned under A&B above) the value will be settled as per the clause 5.19 on completion of the project.

We hereby, undertake that we have read and understood the contents of the undertaking and we are aware of its implications.

Solemnly affirmed on _____ at _____

Signature _____

Name: _____

Date: _____

Place: _____

ANNEXURE VI - Tender Acceptance Letter

(To be given on Company's Letter Head)

Date:

Sub: Acceptance of Terms & Conditions of Tender
Tender Bid No. 1351(26)/NIFT/Pur-HO/INDIAsize /FSA/2020
Name of Work: Field SupportAgency Tender

1. I/ We have downloaded/obtained the tender document(s) for the above mentioned 'Tender' from the web site(s) namely:-<https://nifttenders.eproc.in>
2. I/We hereby certify that I/We have read entire terms and conditions of the tender documents from Page No. 01 to 66 (including all documents like annexure), schedule(s), etc.), which form part of the Tender and I/We shall abide hereby the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your organization shall taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in totality/entirely.
5. I/We do hereby declare that our Firm has not been blacklisted/ debarred by any Government Department/Public sector undertaking.
6. I/We do hereby declare that our firm has not been part of cartel with other vendors and will quote competitive rates in the bids.
7. I / We certify that all information furnished by me/ us/ our firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your organization shall without giving any notice or reason therefor, summarily reject the bid, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely. We shall not have any claim/ right against organization in satisfaction of this condition.

Yours faithfully

(Signature of the Bidder, with Official Seal)

Name of the Authorized Signatory:

Designation:

Contact details (including E-mail):

Date:

Place: